

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Consular Officer,

I am writing to formally apply for a Mexico [type of visa, e.g., M Visa] to [briefly state the purpose, e.g., work, study, etc.]. My application is based on [mention any specific requirements or categories your visa falls under].

I have attached all necessary documents, including [list key documents: passport, application form, proof of employment, financial statements, etc.], which I believe demonstrate my eligibility and intention for this visa.

I appreciate your consideration of my application and look forward to the opportunity to contribute positively during my stay in Mexico. Please feel free to contact me should you require any further information.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]