

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

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

Dear Sir/Madam,

Subject: Request for MX Visa

I am writing to formally request a Mexico (MX) visa for [purpose of visit - e.g., tourism, business, study, etc.]. I plan to travel from [start date] to [end date] and will be staying at [hotel or residence address]. I have attached the required documents including my passport, completed application form, proof of financial means, and [any other relevant documents]. I kindly request your assistance in processing my application.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]