

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: Visa Application for [Type of Visa]

Dear Sir/Madam,

I am writing to formally apply for a [Type of Visa] to visit Mexico. My planned travel dates are from [Start Date] to [End Date], during which I intend to [explain purpose: tourism, business, visiting family, etc.].

I have attached the necessary documents for your review, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Proof of accommodation
5. Travel itinerary
6. Financial statements
7. [Any other supporting documents]

I appreciate your consideration of my application and look forward to a positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]