

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for Visa Application

I am writing to express my intent to apply for a visa to [Country] for the purpose of [state purpose, e.g., study, business, tourism, etc.]. My planned travel dates are from [start date] to [end date].

I am [brief introduction about yourself, including your nationality, profession, and reason for traveling]. During my stay in [Country], I intend to [describe your plans, activities, and any arrangements made].

I [mention any relevant qualifications, experiences, or connections to support your application]. Additionally, I assure you that I will adhere to all regulations and respect the laws of [Country].

I have attached the necessary documents to support my application, including [list of documents, e.g., proof of accommodation, itinerary, financial statements, etc.].

Thank you for considering my application. I look forward to the opportunity to visit [Country] and will gladly provide any further information you may require.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]