

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

[Embassy Name]  
[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] visa to [Country] for the purpose of [specific purpose, e.g., tourism, business, study, etc.]. I plan to travel from [Start Date] to [End Date] and will be staying at [Accommodation details]. My itinerary includes [briefly mention planned activities or places to visit].

I have enclosed the following documents to support my application:

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

I assure you that I will abide by the laws and regulations of [Country] during my stay and return to [Your Home Country] before the expiration of my visa.

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]