

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

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

Subject: Application for Dependent Visa

Dear Sir/Madam,

I am writing to formally apply for a dependent visa on behalf of my [relationship, e.g., spouse, child], [Dependent's Full Name], who wishes to join me in [Country] during my stay.

I am currently residing in [Country] as a [Your Visa Type, e.g., work visa holder, student], and my visa is valid until [Visa Expiry Date].

[Briefly explain your current situation, e.g., employment, studies, etc.].

[Dependent's Full Name] is [Age] years old and currently resides in [Dependent's Current Address]. To support this application, I have attached the following documents:

1. Copy of my passport and visa
2. Proof of relationship (e.g., marriage certificate, birth certificate)
3. Financial statements to demonstrate ability to support dependents
4. Any other relevant documentation

I kindly request your assistance in processing this dependent visa application at your earliest convenience. Should you require any additional information, please feel free to contact me via the details provided above.

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]