

**\*\*Visa Application Letter Requirements Checklist\*\***

**1. \*\*Applicant's Information\*\***

- Full name
- Address
- Phone number
- Email address
- Passport number

**2. \*\*Visa Type\*\***

- Indicate the type of visa being applied for (e.g., tourist, work, student)

**3. \*\*Purpose of Visit\*\***

- Clear statement of purpose (e.g., tourism, work assignment, study)

**4. \*\*Travel Itinerary\*\***

- Dates of travel
- Arrival and departure details
- Places to be visited

**5. \*\*Accommodation Details\*\***

- Address of accommodation
- Booking confirmation (if applicable)

**6. \*\*Financial Support\*\***

- Proof of funds (bank statements)
- Sponsor details (if applicable)

**7. \*\*Travel Insurance\*\***

- Confirmation of travel insurance coverage (if required)

**8. \*\*Supporting Documents\*\***

- List of attached documents (e.g., passport copies, photographs, employment letter)

**9. \*\*Signature\*\***

- Handwritten signature of the applicant
- Date of application

**10. \*\*Contact Person (if applicable)\*\***

- Name and relationship to the applicant
- Contact information

**\*\*Note:\*\*** Ensure all information is accurate and complete before submission.