

[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 Approval Notification

Dear [Applicant's Name],

We are pleased to inform you that your visa application has been approved. Below are the details regarding your visa:

- Visa Type: [Type of Visa]
- Visa Number: [Visa Number]
- Expiration Date: [Expiration Date]
- Duration of Stay: [Duration]

Please ensure that you carry this letter along with your passport while traveling. For any further inquiries, feel free to contact our office.

Congratulations and safe travels!

Sincerely,

[Your Name]  
[Your Title]  
[Organization/Department Name]  
[Contact Information]