

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General of the Russian Federation]  
[Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to apply for a visa to visit Russia. I plan to travel from [start date] to [end date] for the purpose of [briefly explain the reason for your visit, e.g., tourism, business, family visit].

Please find enclosed the necessary documents required for my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. A valid passport
4. Proof of travel itinerary (flight bookings)
5. Hotel reservation details
6. Invitation letter (if applicable)
7. Proof of travel insurance
8. Proof of financial means (bank statements, pay stubs)

I kindly ask you to process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

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

Sincerely,  
[Your Name]