

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

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

Dear [Consul/Embassy Officer's Name],

I am writing to formally apply for a visa to visit Russia. I plan to travel from [start date] to [end date], during which I will be visiting [cities/places you intend to visit].

I am a [Your Nationality] citizen and currently reside in [Your Country]. The purpose of my trip is [explain the reason for your visit, e.g., tourism, business, education, etc.].

I have enclosed the required documents including my completed visa application form, passport-sized photographs, proof of accommodation, travel itinerary, and financial statements to demonstrate my ability to cover my expenses during my stay.

Should you require any additional information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]