

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request a visa to visit Russia. I plan to travel from [Start Date] to [End Date] for the purpose of [tourism/business/family visit/etc.].

I will be staying at [Hotel Name or Host's Name] located at [Address of Accommodation]. I have attached my itinerary, hotel reservation, and any relevant documents for your review.

Please find enclosed:

1. Completed visa application form
2. Passport-sized photograph
3. Copy of my passport
4. Proof of travel insurance
5. Financial documents

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

Sincerely,

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