

[Your 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 apply for a short-term visa to Rwanda. I plan to visit from [start date] to [end date] for [specific purpose, e.g., tourism, business, family visit].

I will be staying at [name of hotel or address of host] during my visit.

Attached are the required documents, including my passport, travel itinerary, proof of accommodation, and a financial statement to demonstrate my ability to support myself during my stay.

I appreciate your consideration of my application and look forward to the opportunity to experience the beauty and culture of Rwanda.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]