

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

[Recipient Name]
[Institution or Embassy Name]
[Address]
[City, State, Zip Code]

Subject: Student Visa Exit Letter

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exit letter regarding my student visa, [Visa Number], as I plan to depart [Country] on [Departure Date].

I am a student currently enrolled at [University/College Name] in the [Course/Program Name], and my studies are set to conclude on [Completion Date]. Due to [reason for departure, e.g., completed studies, personal reasons], I will be leaving the country as per the visa regulations.

I kindly ask for your assistance in providing the necessary documentation or exit letter to confirm my exit intentions and compliance with visa requirements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]