

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

Dear Sir/Madam,

Subject: Application for Short-Term Visa to Switzerland

I am writing to apply for a short-term visa to Switzerland for tourism purposes. I plan to travel from [start date] to [end date] and will be visiting [cities/locations of interest].

I am currently employed at [Your Company/Organization] as a [Your Job Title] and have been in this position for [duration]. I have attached my employment letter along with other required documents.

During my stay in Switzerland, I will be staying at [hotel name/address] and have included the reservation details in this letter. I will also be responsible for all expenses related to my trip, including accommodation, travel, and daily expenses.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]