

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

Embassy of Switzerland

[Embassy Address]  
[City, State, Zip Code]

Subject: Visa Application Cover Letter

Dear Sir/Madam,

I am writing to apply for a [type of visa] visa to Switzerland. My name is [Your Full Name] and I am a [Your Nationality] citizen. I plan to visit Switzerland from [start date] to [end date] for [purpose of visit, e.g., tourism, business, study].

During my stay, I intend to [briefly describe your itinerary or activities planned in Switzerland]. I have already made arrangements for accommodation at [name of hotel or address of the accommodation] and have sufficient funds to cover my travel expenses.

Enclosed with this letter are the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation
5. Flight itinerary
6. Proof of financial means
7. [Any other required documents]

I assure you that I will adhere to the laws of Switzerland and return to [your home country] before the expiration of my visa.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]