

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

[Recipient Name]  
[Title/Position]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Spouse Visa

I am writing to formally submit my application for a spouse visa to [Country] for my spouse, [Spouse's Name]. We have been married since [Marriage Date] and currently reside at [Your Shared Address].

[Paragraph explaining your relationship, including how you met, significant milestones, and any relevant personal details.]

Enclosed are the required documents, including:

1. Completed visa application form
2. Copy of our marriage certificate
3. Photocopies of our passports
4. Proof of financial stability (e.g., bank statements, employment letters)
5. Evidence of our relationship (e.g., photographs, joint accounts)

I appreciate your consideration of our application and am hopeful for a positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]