

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

Consulate General of [Country]
[Consulate Address]
[City, State, Zip Code]

Subject: Request for SZ Visa Application

Dear Consul General [Last Name],

I am writing to formally apply for an SZ Visa to [reason for travel, e.g., attend a business conference, visit family, etc.]. I plan to travel from [start date] to [end date], and my itinerary includes [briefly outline travel plans].

Enclosed are the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (valid for at least six months)
4. Proof of accommodation and travel itinerary
5. Financial statements or proof of funding
6. [Any other required documents]

I appreciate your consideration of my application and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email] for any further information required.

Thank you very much for your attention to my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]