

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

[US Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Request for TK Visa Processing

Dear [Consul General's Name or Appropriate Title],
I hope this letter finds you well. I am writing to formally request the processing of my TK visa application. I have attached all the necessary documentation required for my application, including:

1. Completed visa application form (DS-160)
2. Valid Passport (with at least 6 months validity remaining)
3. Recent passport-sized photographs
4. Proof of employment (employment letter and pay stubs)
5. Financial statements (bank statements and tax returns)
6. Proof of residence (utility bill or rental agreement)
7. Invitation letter from [Name of Host, if applicable]

I kindly request that you expedite my application processing as my travel dates are approaching, and I have [mention any significant reason for urgent travel, such as business meetings, family events, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me via email or phone if you require any additional information or documents.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]