

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Short-Term Stay Visa

I am writing to formally apply for a short-term stay visa to [Country] for [duration] from [start date] to [end date] for the purpose of [describe purpose, e.g., tourism, business, family visit, etc.].

I am [a brief introduction about yourself, e.g., your profession, your current status]. During my stay, I intend to [briefly explain your plans and activities you will be engaged in].

I have attached the necessary documents to support my application, including:

- A completed visa application form
- A valid passport
- Proof of accommodation
- Travel itinerary
- Proof of financial means
- [Any additional documents, e.g., invitation letter, employment letter]

I assure you that I will adhere to all the laws and regulations during my stay and return to my home country before the expiration of my visa.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]