

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

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

Subject: Application for Short-Term Visa to the UAE

Dear Sir/Madam,

I am writing to formally apply for a short-term visa to visit the United Arab Emirates. I plan to travel from [start date] to [end date] for the purpose of [briefly explain purpose, e.g., tourism, business meetings, visiting family].

My details are as follows:

- Full Name: [Your Full Name]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Date of Birth: [Your Date of Birth]
- Duration of Stay: [number of days]

I have attached the required documents for your consideration, including my passport copy, recent photographs, travel itinerary, proof of accommodation, and financial statements.

I assure you that I will adhere to the laws of the UAE 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 Name]
[Your Signature (if sending a hard copy)]