

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

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

Dear Sir/Madam,

Subject: Request for UAE Visa

I am writing to formally request a visa to the United Arab Emirates. I am planning to travel to the UAE from [Start Date] to [End Date] for [purpose of visit, e.g., tourism, business, family visit].

My itinerary includes [briefly outline your travel plans or activities, e.g., places you plan to visit or meetings you plan to attend]. I believe this visit will be beneficial for [state reason related to the purpose of your visit].

Attached to this letter are the required documents for your review, including my passport copy, completed visa application form, travel itinerary, and any additional supporting documents.

I kindly request your assistance in processing my visa application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

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

Yours sincerely,

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