

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

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

Dear [Consul/Consular Officer's Name],

I am writing to express my intent to visit the United Arab Emirates and to request a visa for my upcoming trip.

I plan to visit from [start date] to [end date] for the purpose of [briefly describe the purpose of your visit, e.g., tourism, business, family visit]. During my stay, I will be residing at [hotel name or address of where you will stay].

I have included the necessary documents to support my visa application, including [list any documents you are enclosing, such as a copy of my passport, travel itinerary, proof of accommodation, invitation letter if applicable, and financial statements].

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

Sincerely,  
[Your Name]