

[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: Application for UAE Visa

I am writing to formally request a visa to visit the United Arab Emirates. I am planning to travel to [City, UAE] for [purpose of visit, e.g., business, tourism, family visit] from [start date] to [end date]. I am currently employed at [Your Company/Organization] as [Your Job Title], and I have been working here since [start date]. During my stay in the UAE, I intend to [briefly explain your plans, e.g., attend business meetings, explore the culture, visit family].

Attached to this letter are the necessary documents to support my visa application, including:

1. Completed visa application form
2. Valid passport (copy included)
3. Recent passport-sized photographs
4. Proof of accommodation in UAE
5. Proof of financial means (bank statements or sponsorship)
6. [Any other relevant documents]

I assure you that I will comply with all UAE laws and regulations during my visit. I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title, if relevant]  
[Your Company/Organization, if relevant]