

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Company Address]
[City, Postal Code]

Subject: Application for UAE Visa

Dear [Recipient Name],

I am writing to formally apply for a UAE visa. I plan to visit [purpose of visit, e.g., tourism, business, etc.] from [start date] to [end date]. Please find the necessary details and documents attached:

1. Completed visa application form
2. Copy of my passport
3. Recent passport-sized photographs
4. Travel itinerary
5. Proof of accommodation
6. Employment verification letter
7. [Any other required documents]

I would appreciate your assistance in processing my visa application.

Should you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]