

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]  
Subject: Request for UAE Tourist Visa

Dear Sir/Madam,

I am writing to formally request a tourist visa to the United Arab Emirates for the purpose of [reason for visit, e.g., vacation, visiting family, etc.]. I plan to visit from [start date] to [end date] and will be staying at [name of hotel or address of residence].

I have attached the necessary documents for your consideration, including:

1. Completed visa application form
2. Passport copy (valid for at least 6 months)
3. Passport-sized photographs
4. Flight itinerary
5. Hotel reservation confirmation
6. Any additional supporting documents (e.g., travel insurance, proof of sufficient funds)

I appreciate your assistance in processing my visa application at your earliest convenience. Should you require any further information or documentation, 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]