

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[UAE Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, Zip Code]

Subject: Family Visa Application for [Family Member's Name]

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally apply for a family visa for my [relationship, e.g., spouse, child, etc.], [Family Member's Name], who is currently residing in [Country].

I am a resident of the UAE, holding a [type of visa or residency, e.g., employment visa, residence visa] with visa number [Visa Number]. My official position is [Your Job Title] at [Your Company Name].

[Family Member's Name] and I have been [briefly describe your relationship and how long you have been together, if applicable]. It is important for us to be together as a family during this time.

Enclosed with this letter are the following documents in support of our application:

1. Copy of my UAE visa
2. Copy of my passport
3. Copy of [Family Member's Name]'s passport
4. Proof of relationship (e.g., marriage certificate, birth certificate)
5. [Any additional documents]

I kindly request you to process this application at your earliest convenience. Should you require any further information or documents, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]