

[Your Name]
[Your Address]
[City, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, ZIP Code]
Subject: Application for UAE Visa

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally apply for a [type of visa, e.g., tourist/business] visa for the United Arab Emirates.

I am planning to visit the UAE from [start date] to [end date] for [brief purpose of visit, e.g., business meetings, tourism, family visit].

Enclosed with this letter are the required documents to support my application, including:

1. Completed visa application form
2. Copy of my passport
3. Passport-sized photographs
4. Proof of accommodation
5. Itinerary of travel
6. Financial statements (if applicable)
7. [Any other necessary documents]

I kindly request your assistance in processing my visa application at your earliest convenience. Should you require any additional information or documents, please feel free to reach me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]