

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

Dear Sir/Madam,

I am writing to formally request a visit visa to the United Arab Emirates (UAE) for the purpose of [briefly state purpose, e.g., tourism, visiting family, business meetings, etc.]. I plan to visit from [start date] to [end date] and wish to explore the beautiful sights and cultural heritage of the UAE during my stay.

**\*\*Details of my travel plans are as follows:\*\***

- **\*\*Passport Number:\*\*** [Your Passport Number]
- **\*\*Date of Birth:\*\*** [Your Date of Birth]
- **\*\*Nationality:\*\*** [Your Nationality]
- **\*\*Proposed Entry Date:\*\*** [Proposed Entry Date]
- **\*\*Duration of Stay:\*\*** [Number of Days]
- **\*\*Accommodation Details:\*\*** [Hotel or Address where you will stay]
- **\*\*Financial Support:\*\*** [State how you will support your trip financially, e.g., personal funds, sponsorship, etc.]

I have attached the required documents for your review, which include:

1. A completed visa application form.
2. A copy of my passport (valid for at least six months beyond my intended stay).
3. Recent passport-sized photographs.
4. Flight itinerary or reservation.
5. Proof of accommodation.
6. Evidence of financial means to support my stay (bank statements, pay slips, etc.).
7. Any additional documents required by the UAE visa regulations.

I assure you that I will abide by all the rules and regulations during my visit and will return to my home country before the expiration of my visa. I appreciate your consideration of my visa 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]