

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for UAE Visit Visa Processing

I am writing to formally request the processing of my visit visa to the United Arab Emirates. I intend to visit [mention purpose, e.g., tourism, family visit, business meetings] from [start date] to [end date].

I have attached all the required documents, including my completed application form, passport copies, photographs, and travel itinerary for your reference. I kindly ask you to process my application at your earliest convenience.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]