

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Visit Visa Application Checklist

Dear [Recipient Name],

I am writing to provide a checklist for the visit visa application process for the UAE. Please find the necessary documents and steps outlined below.

1. **\*\*Application Form\*\***
  - Completed visa application form.
2. **\*\*Passport Requirements\*\***
  - Original passport (valid for at least 6 months).
  - Clear photocopy of the passport.
3. **\*\*Photographs\*\***
  - Recent passport-sized photographs (as per specifications).
4. **\*\*Visa Fee\*\***
  - Payment receipt for visa application fee.
5. **\*\*Travel Itinerary\*\***
  - Round-trip flight bookings.
  - Accommodation details (hotel reservations).
6. **\*\*Proof of Financial Means\*\***
  - Bank statements (last 3 months).
  - Sponsor letter (if applicable).
7. **\*\*Identity Verification\*\***
  - Copy of identity card or birth certificate (if applicable).
8. **\*\*Health Insurance\*\***
  - Proof of health insurance coverage for the duration of stay.
9. **\*\*Sponsorship Documents\*\***
  - Letter of invitation from a UAE resident (if applicable).
  - Copy of sponsor's passport and residency visa.
10. **\*\*Additional Documents\*\***
  - Any other documents specific to individual cases (if required).

Please ensure all documents are included when submitting the application to avoid delays. Thank you for your attention to this checklist.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)