

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance with my UAE student visa application. I have been accepted into [Program Name] at [University/College Name], set to commence on [Start Date].

To facilitate my studies and maintain my legal status in the UAE, I require your guidance and support in obtaining the necessary documents for my visa application. Please find attached my acceptance letter, passport copies, and any other relevant information.

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

Thank you for your kind support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]