

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

[Recipient's Name]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Application for [Parent's Names]

I am writing to formally submit a visa application for my parents,
[Parent's Names], who wish to [state purpose: visit, reside, etc.] in
[Country].

[Provide a brief introduction about yourself, your relationship to the
parents, and your current status in the country.]

[Explain the purpose of their visit, including dates, places they will
visit, and any relevant details that support the application.]

[Include information that shows their ties to their home country,
ensuring their return after the visit.]

[Attach any necessary documents, like proof of residence, financial
support, etc.]

Thank you for considering their visa application. I appreciate your time
and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]