

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

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

Subject: Visa Application for My Parents

Dear Sir/Madam,

I am writing to formally apply for a visa for my parents, [Father's Name] and [Mother's Name], who wish to visit me in [Country] for a period of [Duration].

[Provide a brief introduction about yourself, including your status in the country, e.g., student, worker, etc., and your relationship with your parents.]

The purpose of their visit is [state purpose, e.g., to spend time with family, attend an event, etc.]. I assure you that they will abide by all the rules and regulations of [Country] during their stay.

Enclosed are the necessary documents to support their visa application:

1. Copy of my passport/visa
2. Proof of my residency/status in [Country]
3. Invitation letter
4. Parent's financial documents/proofs
5. Any additional documents required

I appreciate your consideration of their application and look forward to a positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]