

[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 [Parent's Full Name]

Dear Sir/Madam,

I am writing to formally request the visa processing for my parent, [Parent's Full Name], who is seeking to visit me in [Country] for [specific purpose, e.g., family visit, medical reasons].

[Provide a brief introduction about yourself, including your relationship to the applicant, your status in the country, and your purpose for their visit.]

[Parent's Full Name] is [age] years old and resides at [Parent's Address]. During their visit, they will stay with me at [Your Address] from [start date] to [end date].

I have attached the necessary documents to support their visa application, including:

1. A copy of my passport and [Residency Permit/Green Card/Visa, etc.]
2. A letter of invitation
3. [Any additional supporting documents, e.g., proof of relationship, financial support, etc.]

I kindly request that you grant [Parent's Full Name] the appropriate visa to facilitate their visit. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]