

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

[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]

Subject: Visa Application Request

Dear [Bank Manager's Name],

I am writing to request a visa application letter to support my application for [type of visa, e.g., tourist, business, etc.] to [destination country]. I am planning to travel on [travel date] and would appreciate your assistance in providing a letter that confirms my financial stability and account details.

Details of my account are as follows:

- Account Holder: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking, etc.]
- Account Balance: [Current Balance]

The visa application may require proof of my financial status, and I believe a letter from [Bank's Name] confirming my account and balance will greatly assist in this process.

Please let me know if you need any additional information or documents from my side. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]