

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

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

Subject: Principal Visa Application for [Applicant's Full Name]

Dear [Consulate/Embassy Official's Name or "To Whom It May Concern"],
I am writing to submit my application for a principal visa on behalf of
[Applicant's Full Name], who is seeking to [briefly explain purpose of
the visa, e.g., study, work, join family].

****Applicant Information:****

- Full Name: [Applicant's Full Name]
- Date of Birth: [DOB]
- Passport Number: [Passport Number]
- Nationality: [Nationality]

****Reason for Visa Application:****

[Detailed explanation of the purpose of the visa application, including
relevant dates, locations, and any supporting information.]

****Supporting Documents Attached:****

1. [Document Name]
2. [Document Name]
3. [Document Name]

I kindly request that you process this application and grant [Applicant's
Full Name] the principal visa at your earliest convenience. Should you
need any additional information or documentation, please do not hesitate
to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]