

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Visa Application Support Letter

I hope this letter finds you well. I am writing to request your support for my visa application to [Country] for the purpose of [reason for travel, e.g., attending a summer program, participating in an exchange program, etc.].

I am a [Your Grade/Class] student at [School's Name] and [briefly explain your situation, e.g., the importance of the trip, how it relates to your education, etc.].

I kindly ask for your assistance in providing a formal letter that confirms my enrollment, dates of the trip, and any other details necessary for my visa application process.

Thank you for considering my request. I appreciate your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]