

[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 for [Your Name or Student's Name]

I hope this letter finds you well. I am writing to formally request your assistance in obtaining a visa for [Student's Name], who is currently enrolled in [Grade/Class Name] at [School's Name].

[Provide a brief introduction and reason for the visa application, including details about the purpose of travel, destination, and duration.]

[Describe any documents or information you are including with the letter, such as enrollment verification, academic performance, and any other relevant details.]

[Include a statement about the importance of the trip for the student's education or personal development.]

I would greatly appreciate your support in this matter and kindly request a letter of recommendation or any necessary documentation from the school to aid in the visa application process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Student]