

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

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

Subject: Application for Schengen Visa

Dear Sir/Madam,

I am writing to formally apply for a Schengen visa to visit [Country/ies] from [start date] to [end date].

I intend to visit [briefly explain the purpose of visit: tourism, business, family visit, etc.]. During my stay, I plan to [outline your travel itinerary briefly].

I have attached the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Travel itinerary and flight reservations
5. Proof of accommodation
6. Travel insurance documentation
7. [Any additional documents required]

I appreciate your consideration of my application and look forward to your favorable response.

Thank you for your assistance.

Sincerely,

[Your Name]