

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

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

Subject: Application for Short Stay Visa

Dear Sir/Madam,

I am writing to formally apply for a short stay visa to [country name] for the purpose of [reason for visit, e.g., tourism, business, family visit]. I plan to visit from [start date] to [end date] and will be staying at [accommodation details, if applicable].

Please find attached the required documents, including my completed visa application form, passport, photographs, proof of accommodation, travel itinerary, and financial statements.

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

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]