

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Transit Visa

I am writing to formally apply for a transit visa to [Destination Country] as I have a scheduled journey from [Departure City] to [Final Destination] on [Travel Date]. My layover in [Transit City] is scheduled for [Duration of Layover].

I am attaching all necessary documents, including my travel itinerary, proof of onward travel, accommodation details, and any other required paperwork.

I would greatly appreciate your assistance in processing my transit visa at your earliest convenience. Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]