

****Visa Application Letter Format Checklist****

1. **Your Address**

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

2. **Recipient's Address**

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

3. **Subject Line**

RE: VZ Visa Application

4. **Opening Salutation**

Dear [Consulate/Embassy Officer's Title and Last Name],

5. **Introduction**

- Purpose of the letter
- Type of visa being applied for

6. **Body Paragraphs**

- Personal details (Full Name, Date of Birth, Nationality, Passport Number)
- Reason for travel (tourism, business, etc.)
- Duration of stay
- Financial ability to support stay
- Any previous travel history

7. **Supporting Documents**

- List of enclosed documents (e.g., passport copy, photos, financial statements, invitation letter)

8. **Conclusion**

- Request for consideration of the visa application
- Express gratitude for the attention

9. **Closing**

Sincerely,
[Your Full Name]

10. **Signature**

[Handwritten Signature (if sending a hard copy)]