

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: VT Visa Documentation

Dear [Recipient's Name],

I am writing to provide the necessary documentation for my VT visa application. As required, I have enclosed the following documents:

1. ****Completed VT Visa Application Form****
 - Reference Number: [Insert Reference Number]
2. ****Passport Copy****
 - Valid for at least six months beyond my intended stay.
3. ****Proof of Financial Support****
 - Bank statements for the last three months.
 - Sponsorship letter from [Sponsoring Individual/Organization].
4. ****Letter of Acceptance from [Institution Name]****
 - Admission letter dated [Insert Date], confirming my enrollment in [Program Name].
5. ****Passport-sized Photographs****
 - [Specify amount, e.g., two photographs, size, and background color].
6. ****Health Insurance Documentation****
 - [Policy Name/Company], valid for the duration of my stay.
7. ****Travel Itinerary****
 - Flight reservations from [Departure City] to [Arrival City].
8. ****Evidence of Accommodation****
 - Hotel booking confirmation for the duration of my stay.

I kindly request that you process my visa application at your earliest convenience. Please do not hesitate to contact me if you require any additional information or clarification regarding my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]