

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

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

Subject: VT Visa Request

Dear [Embassy/Consulate Officer's Name],

I am writing to express my intent to apply for a VT Visa permit for [purpose of visit, e.g., tourism, business, study]. I am [brief introduction about yourself, e.g., your nationality, occupation, etc.]. The purpose of my visit is [explain the purpose in detail, including dates, places you plan to visit, and any relevant information]. I believe that this visit will enhance my understanding of [related field or interest].

I have attached the necessary documents to support my application, including:

- Completed visa application form
- Passport photocopy
- Recent photographs
- Proof of accommodation
- Flight itinerary
- Financial statements
- [Any other relevant documents]

I assure you that I will comply with all immigration laws during my stay and will return to [your home country] before the expiration of my visa. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]