

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

[Visa Officer's Name]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Visa Officer's Name],
Subject: Application for VT Visa

I am writing to formally apply for a VT (Visitor Temporary) visa to [Country] for the purpose of [reason for visit, e.g., tourism, business, attending a conference].

I plan to travel from [start date] to [end date] and have arranged accommodations at [hotel/host family address]. My itinerary includes [brief overview of planned activities, excursions, or meetings].

I have attached all required documentation, including:

1. Completed visa application form
2. Passport photocopy
3. Proof of financial means
4. Travel itinerary
5. Accommodation confirmation
6. [Any additional documents as required]

Thank you for considering my application. I look forward to your positive response and am eager to experience [Country].

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]