

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

[Recipient's Name]
[Recipient's Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Application for [VT Visa Type]

I am writing to support my application for a [specific VT visa type] visa to [reason for travel, e.g., attend a training program, participate in a conference, etc.].

I am currently [briefly explain your current status, e.g., a student, an employee, etc., and the institution or organization you are affiliated with].

The details of my visit are as follows:

- Purpose of Travel: [Explain purpose]
- Duration of Stay: [Start date] to [End date]
- Accommodation: [Details of where you will stay]

I have enclosed the following documents in support of my application:

1. Completed visa application form
2. Passport copy
3. Invitation letter from [organization]/proof of enrollment
4. Financial documents
5. [Any other supporting documents]

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]