

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

[Recipient's Name]
[Title/Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: Application for VX Visa

Dear [Recipient's Name],
I am writing to formally apply for a VX Visa to [Country] for the purpose of [briefly state reason - e.g., tourism, business, study]. I intend to stay from [start date] to [end date] and have attached all necessary documentation to support my application.

[Briefly explain your background, purpose of visit, and any relevant details that strengthen your application. Mention any ties to your home country, financial stability, etc.]

Please find enclosed the following documents:

1. Completed visa application form
2. Passport-sized photograph
3. Copy of my passport
4. Proof of accommodation
5. Proof of financial means
6. Any additional documents

I appreciate your consideration of my application and look forward to the opportunity to visit [Country]. Please feel free to contact me if you need any further information.

Thank you for your time.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]