

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

[Visa Authority's Name]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]

Subject: Visa Application for Travel Purposes

Dear [Visa Authority's Name],

I am writing to formally request a visa for travel purposes. I plan to visit [Destination Country] from [Start Date] to [End Date]. The purpose of my trip is to [briefly explain the reason for travel, e.g., tourism, business, visiting family, etc.].

During my stay, I will be residing at [Address where you will be staying]. I have made all the necessary arrangements, including flights and accommodations, which I have attached to this letter.

Please find attached the following documents to support my visa application:

1. Completed visa application form
2. Passport copy
3. Travel itinerary
4. Proof of accommodation
5. Financial statements
6. [Any other relevant documents]

I assure you that I will comply with all visa regulations and return to [Your Home Country] before the expiration of my visa. Thank you for considering my request. I look forward to your positive response.

Sincerely,

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