

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

Visa Application Officer

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Dear Visa Application Officer,

Subject: Application for VZ Visa

I am writing to formally submit my application for a VZ Visa to  
[Destination Country] for the purpose of [state the purpose, e.g.,  
tourism, work, study].

I have included the necessary documentation as follows:

1. Completed visa application form
2. Valid passport (copy)
3. Recent passport-sized photos
4. Proof of financial means (bank statements)
5. Travel itinerary
6. Accommodation details
7. Any other relevant documents

I plan to travel from [start date] to [end date] and my intended address  
during my stay will be [accommodation address].

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

Yours sincerely,

[Your Name]

[Signature if sending a hard copy]