

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

[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Visa Declaration Letter

Dear [Recipient's Name],

I, [Your Full Name], holding passport number [Your Passport Number], hereby declare my intention to apply for a [Type of Visa] visa to [Country] for the purpose of [Reason for Visa].

I confirm that I will abide by the laws and regulations of [Country], and I will return to [Your Home Country] before the expiration of my visa.

Attached are the necessary documents supporting my application, including [List of Documents].

Thank you for considering my application. If you require further information, please do not hesitate to contact me.

Sincerely,

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