

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Department]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Working Holiday Visa

I am writing to formally apply for a Working Holiday Visa to [Country Name] for the period of [start date] to [end date].

1. **\*\*Introduction\*\***

- Brief personal introduction (name, age, nationality)
- Purpose of visit (travel, work, cultural exchange)

2. **\*\*Travel Plans\*\***

- Intended itinerary during stay
- Confirmation of accommodation arrangements

3. **\*\*Financial Support\*\***

- Evidence of sufficient funds for duration of stay
- Employment history or job offers (if applicable)

4. **\*\*Health Insurance\*\***

- Proof of health insurance coverage during the stay

5. **\*\*Commitment to Regulations\*\***

- Assurance to comply with visa conditions

I appreciate your consideration of my application. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]