

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

Dear [Consul/Embassy Official's Name],

Subject: Request for Working Holiday Visa

I hope this letter finds you well. My name is [Your Name], and I am a [Your Nationality] citizen, currently residing in [Your Current Country]. I am writing to formally request a Working Holiday Visa to [Destination Country] for the purpose of [explain purpose, e.g., travel, work experience, cultural exchange].

I plan to arrive in [Destination Country] on [Proposed Arrival Date] and intend to stay for [Duration of Stay]. During my time there, I aim to [briefly describe your plans, e.g., engage in temporary work, experience the local culture, etc.]. I believe this opportunity will greatly enhance my personal and professional development.

Attached to this letter are the required documents for my application:

1. Completed visa application form
2. Passport-sized photographs
3. Proof of sufficient funds
4. Travel itinerary
5. Health insurance confirmation
6. Any other supporting documents

I appreciate your consideration of my request and am looking forward to the opportunity to contribute to and immerse myself in [Destination Country] during my working holiday. Please do not hesitate to contact me if you require any further information.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]