

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Confirmation of Visa Application

Dear [Consulate/Embassy Official's Name],

I am writing to confirm the submission of my visa application on [Date of Application Submission]. I would like to provide you with the details of my application for your reference:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Application Reference Number: [Your Application Reference Number]
- Type of Visa Applied: [Type of Visa]
- Date of Travel: [Intended Date of Travel]

I understand that the processing time may vary, and I appreciate your attention to my application. Please do not hesitate to contact me if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]