

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

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

Subject: Visa Application for [Your Full Name]

Dear Sir/Madam,

I am writing to formally apply for a [Type of Visa, e.g., tourist, business, study] visa to [Country Name]. I plan to visit from [Start Date] to [End Date] for the purpose of [State the purpose of your visit]. Please find enclosed all the necessary documents required for my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with a minimum of six months validity)
4. Proof of accommodation
5. Flight itinerary
6. Financial statements/proof of funds
7. Invitation letter (if applicable)
8. Additional supporting documents

I kindly request your assistance in processing my visa application. I am looking forward to the opportunity to visit [Country Name] and appreciate your consideration.

Thank you for your time and assistance.

Sincerely,

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