

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

[Recipient Name]
[Recipient Position]
[Visa Office/Consulate Name]
[Office Address]
[City, State, Zip Code]

Subject: Clarification of Visa Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide clarification regarding my visa application [Application Number] submitted on [Submission Date].

[In this paragraph, briefly explain the purpose of your visit, the type of visa applied for, and any relevant details that require clarification.]

[In this paragraph, include any additional documents or information you are providing to support your application and address any previous concerns raised by the visa office.]

I appreciate your attention to this matter and kindly request that you consider my application favorably. Thank you for your understanding and assistance.

Sincerely,

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