

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: Visa Declaration Letter

Dear [Recipient's Name],
I, [Your Full Name], born on [Your Date of Birth], hold passport number [Your Passport Number], and currently reside at [Your Address]. I am writing this letter to declare my intention regarding my upcoming visit to [Destination Country] on [Date of Travel].

The purpose of my visit is [explain the purpose: tourism, business, family visit, etc.]. I plan to stay for [number of days/weeks], arriving on [Arrival Date] and departing on [Departure Date].

During my stay, I will be residing at [Address of Accommodation] and can be contacted at [Your Contact Information].

I understand the regulations and responsibilities that come with my visa application and assure you that I will comply with all necessary laws during my stay in [Destination Country].

Thank you for considering my visa application. I look forward to your positive response.

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