

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

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

Subject: Proof of Accommodation for Visa Application

Dear [Visa Officer's Name],

I am writing to provide proof of accommodation as part of my visa application for [type of visa] to travel to [destination country]. I have made arrangements to stay at the following address during my visit:

[Accommodation Name]
[Accommodation Address]
[City, State, Zip Code]
[Contact Number of the Accommodation]

I have attached a copy of the booking confirmation along with this letter for your reference. My stay is scheduled from [start date] to [end date]. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]
[Attachment: Booking Confirmation]