

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

Dear [Consul/Embassy Officer's Name],

Subject: Application for Nigerian Visa

I hope this letter finds you well. I am writing to formally apply for a [type of visa, e.g., tourist, business, student] visa to Nigeria.

I intend to travel to Nigeria on [dates of travel] for the purpose of [briefly explain the purpose of your visit, e.g., attending a conference, visiting family, tourism]. My planned itinerary includes [provide a brief itinerary of your stay, including key activities and locations].

I am currently employed at [Your Employer's Name] as a [Your Job Title], and I confirm that my employer is aware of my travel plans. I am committed to returning to [your home country] after my visit.

Attached to this letter are the necessary documents for your consideration, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation in Nigeria
5. Travel itinerary
6. [Any other relevant documents]

I appreciate your attention to my application and look forward to your favorable response. Should you require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

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