

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

The Embassy of Nigeria
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Application for [Type of Visa]

I am writing to formally apply for a [Type of Visa] visa to Nigeria. I intend to visit Nigeria from [Start Date] to [End Date] for [Purpose of Visit, e.g., tourism, business, education, etc.].

I am a [Your Nationality] citizen and currently reside in [Your Country]. My passport number is [Your Passport Number], and it is valid until [Expiration Date].

During my stay in Nigeria, I plan to stay at [Hotel/Address where you will be staying] and will be engaging in [Brief Description of Activities Planned]. I have attached the necessary documents to support my application, including [List of Documents, e.g., passport copy, itinerary, proof of accommodation, financial means, etc.].

I assure you that I will abide by the laws of Nigeria during my visit and return to [Your Country] upon the completion of my trip. I appreciate your consideration of my application and look forward to a positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Job Title/Company, if applicable]