

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Request for Family Visit Visa

Dear [Consul/Consulate Officer's Name],

I, [Your Name], holding [Your nationality] passport number [Your Passport Number], currently residing at [Your Address], am writing to request a family visit visa for my [relation, e.g., mother, father, sibling], [Visitor's Name], who holds [Visitor's nationality] passport number [Visitor's Passport Number].

[Visitor's Name] intends to visit me in the UAE from [start date] to [end date]. The purpose of this visit is to [briefly explain the purpose, e.g., spend time with family, celebrate a special occasion, etc.]. During their stay, [Visitor's Name] will reside with me at my address mentioned above. I assure you that [he/she/they] will comply with all UAE laws and regulations during [his/her/their] visit and will return to [Visitor's Country] upon the expiration of the visa.

Enclosed with this letter are the following documents to support this application:

1. Copy of my passport and residence visa
2. Copy of [Visitor's Name] passport
3. Proof of relationship (e.g., birth certificate, marriage certificate)
4. [Any other relevant documentation]

Thank you for considering this request. I hope for a positive response.

Sincerely,

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