

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for UAE Visa

I am writing to formally request a visa to travel to the United Arab Emirates. My intended travel dates are from [start date] to [end date] for the purpose of [state purpose, e.g., tourism, business, etc.].

I have attached all the necessary documents as per the visa application requirements, including [list the documents, e.g., passport copy, photographs, itinerary, etc.].

I kindly ask for your assistance in processing my visa application at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Optional: Your Title/Position, if applicable]