

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

[City Visa Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for City Visa

Dear Sir/Madam,

I am writing to formally apply for a city visa to [City Name] for the purpose of [reason for visit, e.g., tourism, business, study].

I plan to visit from [start date] to [end date] and will be staying at [accommodation details, e.g., hotel name, address]. During my stay, I intend to [briefly explain your plans, e.g., sightseeing, attending meetings, etc.].

Please find enclosed the required documents for your reference:

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

I kindly request you to process my application at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]