

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

Dear Visa Officer,

Subject: Application for Long-Term Visa

I am writing to formally apply for a long-term visa to [Country Name] to [reason for visa application: work, study, join family, etc.]. I intend to stay in [Country Name] from [start date] to [end date].

I have attached the following documents to support my application:

1. Completed visa application form
2. Valid passport (copy)
3. Recent passport-sized photographs
4. Proof of accommodation
5. Financial statements
6. [Any additional documents relevant to your application]

I assure you that I will comply with all laws and regulations during my stay in [Country Name]. Please do not hesitate to contact me if you require any further information.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]