

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

Subject: Application for Multiple Entry Visa

Dear Sir/Madam,

I am writing to formally submit my application for a multiple entry visa to [Country Name]. I plan to travel for [purpose of travel, e.g., business, tourism, family visit] from [start date] to [end date] and I would like the flexibility to make multiple entries into [Country Name] during this period due to [briefly explain reason for multiple entries, e.g., attending meetings, visiting relatives, etc.].

Enclosed, please find the following documents to support my application:

- Completed visa application form
- Valid passport (with at least six months validity)
- Recent passport-sized photographs
- Proof of accommodation
- Flight itinerary
- Financial documents (e.g., bank statements)
- [Any other relevant documents]

I appreciate your consideration of my application and look forward to your positive response. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]