

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

Dear Sir/Madam,

Subject: Application for Short-Term Visa

I am writing to formally apply for a short-term visa to [Country Name] for the duration of [specific dates]. The purpose of my visit is [state the reason for your visit, e.g., tourism, business, family visit].

I plan to travel to [City/Region] and stay at [Hotel/Accommodation Name/Address]. During my visit, I intend to engage in [briefly describe activities you plan to do].

I have enclosed the following documents to support my application:

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

I assure you that I will comply with the laws of [Country Name] and return to my home country on or before the expiration of my visa.

Thank you for considering my visa application. I look forward to your positive response.

Sincerely,

[Your Name]