

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear [Consul/Embassy Officer's Name],

Subject: Application for Temporary Visa

I am writing to formally apply for a temporary visa to [Destination Country] for the purpose of [state purpose, e.g., tourism, business, study]. I plan to travel from [start date] to [end date] and will return to my home country thereafter.

During my stay, I intend to [briefly explain your plans/activities]. I have made arrangements for accommodation at [provide accommodation details] and have sufficient financial resources to support my stay. Attached to this letter, you will find my visa application form, passport copies, photographs, and supporting documents, including [list any additional documentation such as proof of funds, itinerary, invitation letter, etc.].

I assure you that I will abide by the laws of [Destination Country] and return to my home country upon the expiration of my visa. I look forward to your favorable consideration of my application.

Thank you for your time and assistance.

Sincerely,

[Your Typed Name]

[Signature (if sending a hard copy)]