

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

Dear Sir/Madam,

Subject: Visitor Visa Application for [Visitor's Full Name]

I am writing to formally apply for a visitor visa for my [relation, e.g., friend, family member], [Visitor's Full Name], who wishes to visit [Country] for tourism from [start date] to [end date].

[Provide brief background information about the visitor and their purpose of visit, including details of places they plan to visit, accommodation arrangements, and duration of stay.]

During their visit, [Visitor's Full Name] will be staying at [provide accommodation details]. I, [Your Name], will be responsible for [mention any financial support or responsibilities, if applicable].

Attached to this letter are relevant documents supporting this application, including:

- A copy of [Visitor's Full Name]'s passport
- Proof of accommodation
- Evidence of financial means
- [Any additional supporting documents]

We assure you that [Visitor's Full Name] will return to [Visitor's Home Country] after the visit, as they have [mention any ties to home country, e.g., family, job, etc.].

Thank you for considering this application. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to Visitor]