

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

[Recipient's Name]  
[Title/Position]  
[VFW Post Name]  
[Post Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a Visa [specific type of visa, e.g., Tourist Visa, Business Visa, etc.]. My name is [Your Name], and I am a member of [specific VFW Post or organization] with membership number [Your Membership Number].

As a veteran who has served in [mention your service details], I am seeking this visa to [state your purpose for the visa, e.g., attend a veterans' conference, visit family, etc.]. The details of my planned travel are as follows:

- \*\*Travel Dates:\*\* [Start Date] to [End Date]
- \*\*Destination:\*\* [Destination Country/City]
- \*\*Accommodation Information:\*\* [Details about where you will be staying]

I have enclosed all required documentation, including [list documents, e.g., application form, proof of membership, financial statements, etc.], to support my application.

Thank you for considering my request. I look forward to your prompt response regarding my visa application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your VFW Post Name/Number]