

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

[Visa Office Address]
[City, State, Zip Code]

Subject: Visa Confirmation for [Your Full Name]

Dear Sir/Madam,

I, [Your Full Name], am writing to confirm the details of my visa application. Below are the pertinent details:

- **Applicant Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Passport Number:** [Your Passport Number]
- **Visa Type:** [Type of Visa (e.g., Tourist, Business, etc.)]
- **Visa Application Reference Number:** [Your Reference Number]
- **Date of Visa Application Submission:** [Submission Date]
- **Expected Date of Travel:** [Travel Date]

I kindly request your prompt processing of my visa application, and I would appreciate any updates regarding its status.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]