

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

[Recipient's Name]  
[Recipient's Title]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Subject: Official Accommodation Proof for Visa Processing

Dear [Recipient's Name],

I am writing to provide proof of accommodation for my upcoming trip to [destination country] as required for my visa application. Below are the details of my accommodation:

- Hotel/Property Name: [Name of the hotel or property]
- Address: [Full address of the hotel or property]
- Booking Confirmation Number: [Booking number]
- Check-in Date: [Date]
- Check-out Date: [Date]
- Number of Guests: [Number of guests]

I have attached a copy of the booking confirmation for your reference.

Please feel free to contact me or the accommodation provider directly if you require any additional information.

Thank you for your consideration.

Sincerely,

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