

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

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

Subject: Proof of Stay for Visa Application

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing this letter to confirm my stay in [Country/City] during my visit from [Start Date] to [End Date].

I have made arrangements for my accommodation as follows:

- Hotel Name: [Hotel Name]
- Address: [Hotel Address]
- Phone Number: [Hotel Phone Number]
- Reservation Confirmation Number: [Reservation Number]

I will be visiting [briefly mention purpose of visit, e.g., tourism, business meetings, etc.].

If you require any further information or documentation to support my visa application, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

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