

[Date]

To

The Visa Officer

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, Country]

Subject: Application for [Type of Visa] – [Your Full Name]

Dear Sir/Madam,

I, [Your Full Name], holding Indian passport number [Your Passport Number], wish to apply for a [type of visa, e.g., Tourist/Business/Student] visa to [destination country]. I intend to travel from [start date] to [end date] for the purpose of [brief reason for travel – tourism, attending a conference, visiting family, etc.].

Please find enclosed the required documents, including my passport, completed visa application form, travel itinerary, proof of accommodation, financial statements, and other supporting materials as per the guidelines.

I assure you that I will abide by all the rules and regulations during my stay and will return to [home country] before the visa expires. I have strong ties to my home country, including [mention job, family, property, etc.], which ensure my return after the visit.

Thank you for considering my application. I am looking forward to a positive response.

Sincerely,

[Your Full Name]

[Your Full Address in India]

[Email ID] | [Phone Number]

Date: [Insert Date]