

## Subject: Application for Schengen Visa

[Your Full Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

To:

The Consular Section

[Embassy/Consulate Name]

[City, Country]

Dear Sir/Madam,

I am writing to submit my application for a Schengen visa to travel to [Schengen countries for your purpose, e.g., tourism, business, or visiting family/friends].

I intend to travel from [start date of travel, e.g., DD/MM/YYYY] to [end date of travel, e.g., DD/MM/YYYY]. During my visit, I plan to [briefly outline your travel plans, e.g., visit landmarks, attend a business meeting, or stay with family/friends].

Please find below an overview of my application:

1. **Purpose of Travel:** [Tourism/Business/Visiting Family or Friends]
2. **Intended Travel Dates:** [DD/MM/YYYY to DD/MM/YYYY]
3. **Accommodation Details:** [Provide details, e.g., booked hotels, address of your host]
4. **Financial Means:** [Briefly mention how you will support yourself during the trip, e.g., personal savings, sponsorship].

I have enclosed the following documents to support my application:

1. Completed visa application form.
2. Valid passport with sufficient validity and blank pages.
3. Recent passport-sized photographs (as per the Schengen visa specifications).

4. Travel itinerary and proof of accommodation.
5. Proof of financial means (bank statements, salary slips, etc.).
6. Travel insurance covering the Schengen area with a minimum coverage of €30,000.
7. Letter of employment (or other relevant documents if self-employed or retired).
8. Any additional documents requested by the embassy/consulate.

I assure you that I will adhere to the visa conditions and return to [your country] before the visa's expiry. [Optionally, include a sentence expressing your appreciation, e.g., "I appreciate your time and consideration of my application."]

Should you require any further information or additional documents, please feel free to contact me at [your phone number or email address].

Thank you for your kind attention.

Yours faithfully,

[Your Full Name]