[Your Full Name]
[Street Address], [City, Postal Code], [Country]
[Email Address] | [Phone Number]

[Date, e.g. 15 October 2026]

To: The Visa Section
[Embassy or Consulate of Your Main Destination Country]
[City, Country]

Subject: Short-stay Schengen visa application – [Purpose] visit to [Main Destination Country], [DD/MM/YYYY] to [DD/MM/YYYY]
Passport number: [Passport Number]

Dear Sir or Madam,

I am writing to apply for a short-stay (type C) Schengen visa to visit [Main Destination Country] for [tourism / business / visiting family or friends]. I plan to enter the Schengen area on [DD/MM/YYYY] through [City of Entry] and to leave on [DD/MM/YYYY], a stay of [number] days. [Optional, if you visit more than one country: I will also visit Other Countries; Main Destination Country is my main destination because I will spend the most nights there.]

An overview of my trip:

- Purpose: [Tourism / Business meeting with Company Name / Visiting Name and Relationship]
- Travel dates: [DD/MM/YYYY] to [DD/MM/YYYY]
- Accommodation: [Hotel Name and Address, or Host Name and Address]
- Funding: [My own savings and salary / Sponsored by Name, Relationship]

I have worked as [Job Title] at [Employer Name] since [Year] [or: I study at University Name / I own Business Name], and my leave is approved from [DD/MM/YYYY] to [DD/MM/YYYY]. I will return to [Your Country] on [DD/MM/YYYY] to resume my [work / studies] and because of my family and commitments there [e.g. spouse, children, property].

I enclose the following documents:

1. Completed and signed visa application form
2. Valid passport and copies of previous visas
3. Two recent passport photographs
4. Flight itinerary (entry and exit dates)
5. Proof of accommodation for the whole stay
6. Travel medical insurance (minimum cover €30,000)
7. Bank statements for the last [3–6] months
8. [Employment letter / proof of studies / business registration]

I will respect the conditions of the visa and leave the Schengen area before it expires. If you need any further information, please contact me at [Email Address] or [Phone Number].

Thank you for considering my application.

Yours faithfully,

[Signature]
[Your Full Name]

Sample from closeflight.com. Replace every highlighted field with your own true details, delete what does not apply, and check your consulate's official checklist before submitting.