

DATE:

ADDRESS:

**The Visa Officer,**

\_\_\_\_\_  
**New Delhi**

**Dear Sir,**

I, the undersigned am traveling with my \_\_\_\_\_(all the other members of the family i.e. wife, children, parents etc traveling with you and their corresponding relationship) on a tour to your esteemed country for the purpose of tourism.

I am presently (brief introduction about self and profession and description of business activity of the company.)

We are going to visit ..... (Purpose of Visit)

We will be holding return tickets and carrying sufficient funds to take care of our expenses

Enclosed please find the visa form duly filled and signed along with passport/s, photographs and relevant Document for your perusal.

I hereby authorize my representative to submit and collect my travel documents.

I will be highly obliged if you will kindly grant me/us the necessary visa.

Thanking you,

Yours (truly/sincerely/faithfully)

(Name of passenger)

**NOTE:**

- **KINDLY FOLLOW THE ABOVE INSTRUCTIONS TYPED IN BOLD.**
- **ALL COVERING LETTERS TO CONSULATES REQUESTING FOR VISA MUST BE IN PRINT FORMAT AS CONSULATES DO NOT ENTERTAIN HANDWRITTEN LETTERS.**
- **ALL RETIRED/SENIOR CITIZEN/EMPLOYED AND SELF EMPLOYED APPLICANTS CAN WRITE A COVERING LETTER ON A PLAIN A4 SIZE PAPER KEEPING IN MIND THE ABOVE.**
- **ALL APPLICANTS DOING ANY BUSINESS ACTIVITY MUST TYPE THEIR COVERING LETTERS AS ABOVE ON THEIR BUSINESS LETTERHEAD. IT IS MANDATORY FOR ALL BUSINESS APPLICANTS TO MENTION THE NAME AND DESIGNATION OF PERSONS TRAVELING AND SIGNING ANY LETTER.**
- **DO NOT ENTER THE TOUR NAME/CODE OR DATE.**
- **FOR ALL CLARIFICATION IF ANY CONTACT THE COUNTER STAFF.**