Mr. xxxx

Home add:

Tel:

To,

The Visa Officer,

New Zealand Immigration Department,

New Delhi.

Date: 00/00/2017

Sub: Request for issuance of tourist visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxxx, am undertaking a visit for a vacation from the 00/00/2017 to the 00/00/2017. During my visit all the travel expenses will be borne by me. Following are my passports details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant’s Name | Passport No. | Place of Issue | Date of Issue | Date of Expiry |
| Mrs. xxxxxx | xxxxxx | xxxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed application form, passports, photographs, bank statement, tax return's and other necessary documents for your kind ready reference.

I would appreciate if you could grant me a tourist visa for the maximum period and at the earliest.

Thanking you,

Yours truly,

**Mrs. xxxxxxx**