Mr. xxxxx

Home add:

<Tel:xxxx>

Email id: xxxx

Date: dd/mm/yyyy

To,

The visa officer,

Consulate General of Portugal,

Goa.

Sub: Request for Issuance of tourist visit visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxxxx, would like to visit for vacation from dd/mm/yyyy to dd/mm/yyyy. During our visit all the travel expenses will be borne by me. Following are our passport details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s name** | **Passport’ s no.** | **Date of Issue** | **Date of Expiry** |
| Mr. xxxx | xxxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Mrs. xxxx | xxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed, passports, photographs, hotel voucher, bank statement, IT returns, travel insurance, ticket copies and other necessary documents for your ready reference.

I would appreciate if you could grant us a tourist visa for the maximum period and I also confirm that we will return back to India at the end above mentioned period.

Thanking you,

Yours truly,

Mr. xxxx