Mr. xxxxxxx

Home add:

Tel: xxxxx

Date: 00/00/2017

To,

The Visa Officer,

Embassy of Netherland,

New Delhi.

Sub: Request for issuance of tourist visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxxx along with my wife Mrs. xxxxx would like to visit for vacation from 00/00/2017 to 00/00/2017. During our visit all the travel expenses will be borne by me. Following are passports details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of applicants | Passports No. | Place of Issue | Date of Issue | Date of Expiry |
| Mr. xxxxx | xxxxx | xxxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Mrs. xxxxx | xxxxx | xxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed applications forms, passports, photographs, hotel vouchers, bank statement, tax returns, travel insurance, tickets copies and other necessary documents for your ready reference.

I would appreciate if you could grant us a tourist multiple entry visa for the necessary period.

Thanking you,

Yours truly,

**Mr. xxxx**