Date: 00/00/2021

To,

The Visa Officer,

Embassy of Czech Republic,

New Delhi.

Sub: Request for Issuance of Tourist visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxx would like to visit Czech Republic for vacation from 00/00/2021 to 00/00/2021 and returning back to India on dd/mm/2021. During this visit all the travel expenses will be borne by me. Following is my passport details.

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

Please find enclosed completed filled and signed visa application form, passports, photographs, bank statement, tax returns, hotel voucher and other necessary documents for your ready reference.

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

Thanking you,

Yours truly,

Mr. xxxx

Xxxx (designation)