Mr. Xxx

Home Add: xxxx

Tel: xxxxx

Date: 00/00/2019

To,

The Visa Officer,

Consulate General of Turkey,

Mumbai.

Sub: Request for issuance of tourist visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxxxxx along with my family would like to visit for a vacation from dd/mm/yyyy to dd/mm/yyyy. During this visit all the hotel accommodation and travel expenses will be borne by me. Following is my passport details;

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant  | Passport No. | Date of Issue | Date of Expiry |
| Mr. xxxxxx | xxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Mr. xxxxxx | xxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Mr. xxxxxx | xxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed necessary documents such as- application form, photographs, financial documents, hotel accommodation voucher and air ticket copies for your kind ready reference.

I request you to kindly grant us a tourist visa for the necessary period and at the earliest.

If you need any other clarification, kindly contact the undersigned.

Thanking you,

Yours faithfully,

Mr. xxxxxxxxx