

To,  
Embassy/Consulate Name & Address

**Subject: Application for Short Stay Schengen Visa**

**Dear Visa Officer,**

I am writing to apply for a Schengen visa to visit the Schengen Area, including your esteemed country, from **[Start Date]** to **[End Date]**. **[Primary Country]** will be our primary destination during this period.

My name is **[Your Name]**, and I hold a passport from **[Your Country]** with the number **[Passport Number]**. **[Mention if anyone is accompanying you]**. I am currently employed as a **[Your Occupation]** at **[Your Company/Organization]**.

I will be financing my trip through **[Mention how you will manage the travel expenses]**. The purpose of our visit is **[Mention your reason for the visa application]**, and our travel plans include **[Briefly outline your high-level itinerary, e.g., "exploring major cities and cultural landmarks in the Schengen Area"]**.

I have strong ties to **[Your Home Country]**, which assure my return after our visit. **[Detail your ties, such as property ownership, family and friends residing in your home country, or other commitments]**. These connections ensure that I will return to my home country and comply with the visa regulations.

Enclosed, please find the necessary documents supporting our visa application, submitted to **[Your VPC]**:

1. Original and photocopy of my passport containing previous trips
2. Visa request letter detailing our travel plans
3. Employment contract and No Objection Certificate (NOC) from my organization
4. Bank statements for the last three months
5. Income Tax Returns for the last three years
6. Travel insurance valid within the Schengen Area
7. Confirmed return air tickets and proof of accommodation
8. Detailed itinerary of our trip
9. Any other relevant documents

I solemnly pledge to adhere to all laws and regulations of the Schengen Area and assure you of my departure before the expiration of the visa.

Thank you very much for considering my application. I look forward to your favourable response.

**Yours sincerely,**

**[Your Name]/Signature**

Mobile No.: **[Your Mobile Number]**

Email ID: **[Your Email Address]**