

SAMPLE COVER LETTER FOR A SCHENGEN TRAVEL VISA APPLICATION

[DATE]

THE HONOURABLE CONSUL
EMBASSY OF [COUNTRY]
[EMBASSY ADDRESS]

Re: Application for a Schengen Visa to travel to Ülke

Dear Sir or Madam,

I intend to travel to Şehir, Ülke from ... /... /... to ... /... /..., and would therefore like to obtain a Schengen travel visa.

The purpose of my trip is tourism. I will be traveling with NameTour and will be visiting Şehir, Şehir ve Şehirleri. Attached please find my travel documents.

All the expenses during my trip will be provided by myself. Please find attached my bank statement and proof of employment.

Please find enclosed the following documents to support my visa application:

1. Fully completed and duly signed application form
2. Recent passport-type photograph
3. Original and copy of my passport, plus copy of previous visas
4. Copy of e-ticket for my return flight to Şehir via [Şehir üzerinden] with [havayolu Şirketi Airline]
5. Copy of my booking at [İsim of Hotel] in Şehir.
6. Original and copy of my travel medical insurance policy, valid for the whole Schengen Area and covering up to 30,000 Euros for medical and hospital care plus repatriation for emergency medical reasons
7. Documentary evidence of my employment and salary
8. My latest 3 monthly bank and credit card statements

I trust you will find that everything is in order, but please feel free to contact me should you need any additional details or documents.

Looking forward to hearing from you,

Yours sincerely,

Full name

Full address

Home: [home number]

Mobile: [mobile number]

Office: [office number]

Email: [email address]