The sample letter below is provided as an example of the type of letter that may be needed for you to obtain your visa.

A Tourist Validity Request letter should be typed in the first person from the traveler and include the following:

* Who you are (Name, Date of Birth, Gender)
* When you are traveling
* Dates of travel
* Reason for travel (generally Tourist Purposes)
* Explicitly state the length of the visa you are requesting

**If you are staying with a friend or family, make sure your Validity Request Letter includes Name, Address and Contact information for your host. This information should match the Home-stay Visit Host Invitation letter.**

To: Consulate General of (country) (or To: The Embassy of (country))  
RE: Visa Application   
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Greetings:  
  
My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a (Male/Female), and my date of birth is   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
I am planning on traveling to (country- specific state/province(s)) on (entry Date) and leaving (return date). I am traveling to visit your country as a tourist, to visit local landmarks and experience the culture.  
  
[for longer validity visas:] (I am planning on returning to (country) throughout the coming years and, for that reason,) I am requesting a \_\_\_\_\_ year/month Tourist Visa. Thank you very much for your time and consideration.  
  
Sincerely,   
  
(PRINTED NAME and SIGNATURE)  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Print Name)