

Embassy of [Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request a research visa to conduct scientific research in [Country]. I am a [Your Position, e.g., PhD student, researcher] at [Your Institution/University] and have been granted the opportunity to collaborate with [Name of the Institution/Organization in the Host Country] on [Brief Description of the Research Project].

The research project aims to [Briefly Explain the Research Goals and Significance]. This research is critical because [Explain Importance of Research]. My collaboration with [Name of Host Institution] will enable us to [Describe Benefits of the Collaboration].

I kindly request your assistance in processing my visa application. I have attached all necessary documents, including my research proposal, letter of invitation from [Name of Host Institution], and proof of funding. Should you require any additional information, please do not hesitate to contact me.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/University]