

Formal Request for Transit Visa

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Embassy Name]

[Embassy Address]

[City, Country]

Dear Sir/Madam,

I am writing to formally request a transit visa for my upcoming journey. My travel is scheduled for [insert travel date]. I will be transiting through [insert country] on my way to [insert final destination]. My itinerary indicates a layover of [insert duration] hours.

Details of my travel are as follows:

- Flight Number: [insert flight number]
- Departure: [insert departure city and date]
- Arrival in [transit country]: [insert arrival date and time]
- Final Destination: [insert final destination address]

Attached are the following documents for your reference:

- Copy of my passport
- Flight itinerary
- Proof of accommodation at my final destination
- Any additional required documents

I appreciate your assistance in processing my request for a transit visa. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]