

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Subject: Visa Service Completion Notice

Dear [Applicant's Name],

We are pleased to inform you that your visa application has been processed and is now complete. You are invited to collect your passport and visa at your earliest convenience from our embassy.

Please bring the following items when you come to collect your documents:

- Your original identification document.
- A copy of your visa application receipt.

Our office hours for collection are from [Office Hours]. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Country Name] Embassy for your visa needs.

Sincerely,

[Embassy Officer's Name]

[Position]

[Contact Information]