

# Letter of Request for Diplomatic Visa

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Office/Embassy Name]

[Your Office/Embassy Address]

[City, ZIP Code]

[Country]

To: [Embassy Name]

[Embassy Address]

[City, ZIP Code]

[Country]

Subject: Request for Diplomatic Visa

Dear [Embassy Official's Name],

I am writing to formally request the issuance of a diplomatic visa for myself and [number of accompanying staff, if any] in connection with our forthcoming visit to [destination country] from [start date] to [end date]. This visit is part of [brief description of purpose, e.g., official diplomatic duties, bilateral discussions, etc.].

In support of our request, please find attached the necessary documentation, including:

- A copy of our diplomatic note
- Travel itinerary

- Official identification documents

We appreciate your attention to this matter and look forward to your expedited response, as our travel date is approaching.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Office/Embassy Name]