

Letter of Request for Diplomatic Visa

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Dear [Consul/Embassy Official's Name],

I am writing to formally request the issuance of a diplomatic visa for [Name of Government Representative] who will be representing [Country/Organization Name] in [purpose of visit, e.g., a diplomatic meeting, conference, etc.] from [Start Date] to [End Date].

The details of the representative are as follows:

- Name: [Full Name]
- Position: [Job Title]
- Passport Number: [Passport Number]
- Date of Birth: [DOB]

This visit is crucial for strengthening bilateral relations and discussing key issues of mutual interest. I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]