

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to formally apply for a child visa for my [son/daughter], [Child's Full Name], who is [Child's Age] years old. We are seeking residency in [Country Name] for the purpose of [reason for residency, e.g., family reunification, education].

My details are as follows:

Name: [Your Full Name]

Nationality: [Your Nationality]

Passport Number: [Your Passport Number]

Contact Information: [Your Phone Number and Email Address]

Attached are the required documents for the visa application:

- Completed visa application form
- Passport-sized photographs of [Child's Name]
- Copy of [Child's Name]'s birth certificate
- Proof of our relationship (e.g., guardianship documents)
- Financial statements to support our stay

We kindly request your assistance in processing this application promptly. We are looking forward to a favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a printed copy)]

[Your Printed Name]

[Your Address]