

To Whom It May Concern

[Date]

[Embassy Name]

[Embassy Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to apply for a child visa for my [son/daughter], [Child's Full Name], who is [Child's Age] years old. We plan to visit [Country Name] for tourism purposes from [Start Date] to [End Date].

The purpose of our trip is to [briefly explain purpose, e.g., explore cultural sites, enjoy recreational activities]. During our stay, we will be residing at [Hotel Name and Address or Family Contact in Destination Country].

Attached are the necessary documents to support our application:

- Completed visa application form
- Copy of child's passport
- Birth certificate of the child
- Travel itinerary
- Proof of accommodation
- Travel insurance
- Financial statement

We appreciate your consideration of our application and look forward to a positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Signature (if sending a hard copy)]