

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Submission of Legal Documents for Travel Authorization

To Whom It May Concern,

I, [Your Full Name], holding passport number [Passport Number], am writing to submit the necessary legal documents required for my travel authorization to [Destination Country]. I intend to travel from [Departure Date] to [Return Date].

Attached to this letter are the following documents:

- Passport copy
- Visa application form
- Proof of accommodation
- Travel itinerary
- Employment verification letter

Please let me know if there are any further documents or information required. I appreciate your assistance in processing my application.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]