

# Purpose of Visit Statement

**Date:** \_\_\_\_\_

**To:**

The Visa Officer  
[Embassy/Consulate Name]  
[Address]

**Subject:** Statement of Purpose for Visa Application

Dear Sir/Madam,

I, **[Full Name]**, holding passport number **[Passport Number]**, am writing to present the purpose of my planned visit to **[Country Name]**. My intended travel dates are from **[Start Date]** to **[End Date]**.

The primary purpose of my visit is to **[purpose: e.g., tourism, business meetings, attend a conference, visit family/friends]**. During my stay, I plan to **[brief description of activities, places to visit, meetings, etc.]**. I have attached my travel itinerary and supporting documents as required.

I am employed at **[Your Employer/Organization]** in the capacity of **[Your Position]** since **[Year]**. I have been granted leave for this period by my employer.

I assure you that I have no intention of overstaying my permitted duration and will adhere to all the regulations set by the authorities of **[Country Name]**. I am committed to return to my home country upon completion of my visit, as I have professional and personal obligations that require my return.

Thank you for considering my application.

Sincerely,

**[Full Name]**  
[Contact Number]  
[Email Address]  
[Address]

## Important Notes

- Clearly state the purpose and duration of your visit.
- Provide accurate and truthful information at all times.
- Attach relevant supporting documents (e.g., invitation letters, hotel bookings, travel itinerary).
- Mention your commitments in your home country as proof of intention to return.
- Use formal and concise language throughout the statement.