

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.