SCHENGEN VISA TEMPLATE

Schengen Visa Cover Letter Template (blank)

How to use: text in [square brackets] is a fill-in field or guidance note. Replace or delete every bracket before you print and sign.

Version 1 — Standard tourist

[Your full name]
[Street address, city, postcode, country]
[Phone] · *[Email]*
Passport number: *[as printed in your passport]*

[Date of letter]

To: The Visa Section
[Embassy or Consulate of the country you apply to]
[City]

Subject: Application for a short-stay Schengen visa (Type C) for tourism, *[arrival date]* to *[departure date]*

Dear Sir or Madam,

I am applying for a short-stay Schengen visa to travel to *[main destination country]* for tourism from *[arrival date]* to *[departure date]*, a total of *[number]* nights. *[If you visit more than one country, name them and say which one you spend the most nights in, as that is why you apply here.]*

During my stay I plan to visit *[cities]*, including *[two or three main sights or activities]*. I will stay at *[hotel names]* for the full trip. My day-by-day itinerary, flight reservation and accommodation bookings are enclosed.

I work as *[job title]* at *[employer]* since *[year]*, and my employer has approved my leave from *[date]* to *[date]*. I will cover all trip costs myself; my enclosed bank statements for the last *[3 or 6]* months show a balance of *[amount and currency]*.

My travel medical insurance with *[insurer]*, policy *[number]*, covers *[date]* to *[date]* with at least EUR 30,000 in all Schengen states.

I will return to *[home country]* on *[departure date]* to resume my work at *[employer]*. *[Add one more tie, e.g. family, property or studies.]*

Enclosed documents:

1. Signed application form
2. Passport and copies of previous visas
3. Two photographs
4. Travel medical insurance certificate
5. Flight reservation
6. Hotel bookings
7. Day-by-day itinerary
8. Bank statements and payslips
9. Employer leave letter

Thank you for considering my application.

Yours faithfully,

[Signature]
[Full name]