

SAMPLE PERSONAL COVER LETTER FOR SCHENGEN TOURIST VISA APPLICATION

1-08-2014

THE HONOURABLE CONSUL
EMBASSY OF GERMANY
St. Mark's Road & Residency Road, Ashok Nagar,
Bangalore, Karnataka 560025

Dear Sir or Madam,

Re: Application for a Schengen Visa to travel to Germany and Denmark

I intend to travel to Dusseldorf and Munich in Germany and Aalborg in Denmark as a tourist between 25/09/2014 to 15/10/2014 and would therefore like to obtain a Schengen travel visa.

Below is the break through itinerary for my trip and what I intend to pursue.

- **25/09/2014** - Land in Frankfurt, Germany and take the ICE train to Dusseldorf. Spend one week in Dusseldorf. Meet up with my friend - Sandeep. (His visa and passport copy attached)
- **2/10/2014** - Travel to Munich for Oktoberfest along with my friend. Spend one week in Munich.
- **09/10/2014** - Travel via train to Aalborg, Denmark to meet another friend - Ravi (His visa and passport copy attached) .
- **14/10/2014** - Travel back to Frankfurt to catch my flight back to India .
- **15/10/2014** - Return back to India.

I am the bearer of all my travel expenses . I am making my own flight and hotel bookings. I have attached copies of my documents along with this covering letter as per the requirements posted for Schengen visa on German Consulate website.

http://www.vfs-germany.co.in/Chennai_SouthIndia/pdf/Checklist_Tourism_141218.pdf

Please find enclosed the following documents to support my visa application:

1. Fully completed and duly signed application form
2. Two photographs as per visa specifications.
3. Original and copy of my passport.
4. Copy of itinerary for my round-trip flight from Bengaluru(BLR) to Frankfurt(FRA) from travel agent. Original will be obtained when needed.

5. Copy of my hotel reservation booking at Dusseldorf, Munich , Aalborg and Frankfurt. Originals will be attached when needed.
6. Copy of my travel medical insurance policy from Reliance, valid for the whole Schengen Area and covering up to €50,000 for medical and hospital care plus repatriation for emergency medical reasons
7. Documentary evidence of my employment and salary. Salary slips , appointment letter, relieving letter from previous company.
8. Form 16 for the past 3 years.
9. Leave letter from the current employer. This includes my date of joining once I am back from the visit.
10. My latest 6 monthly bank statements.
11. Copy of my wife's credit card that will be with me during my trip.
12. Photocopies of my friends that I will be visiting (Sandeep & Ravi). Please refer to them if you need to .
13. My Marriage certificate as proof of civil status.

I trust you will find that everything is in order, but please feel free to contact me should you need any additional details or documents.

Looking forward to hearing from you,

Yours sincerely,

S. Srinath Kunnathalli
#59, 4th cross, Hoysalanagar, TC palya main road
Mobile: +91XXXXXXXXXX
Email: abc@xyz.com

THIS PAGE IS NOT PART OF THE APPLICATION FORM .THIS PAGE HAS BEEN CREATED TO MAKE IT EASIER FOR YOU TO EXPEDITE AND EASE YOUR VISA APPLICATION FORM. WHEN ARE TAKING A PRINTOUT OF THE VISA APPLICATION FORM, EXCLUDE THIS PAGE.SAVE TREES.

SCHENGEN VISA APPLICATION REQUIREMENTS :

Download all the required documents for your visa application as a zip file. [Visa application requirements.zip](#)

- Checklist for Schengen tourist visa. Please download the one for your country. However we are attaching a sample [here](#).
- Schengen visa application. [Download Schengen visa application](#).If you need a sample form with instructions then [click here](#).
- Personal covering letter with your entire plan clearly mentioned. [Download template](#).
- If you are working , then you need to obtain leave letter from your employer. [Download template](#)
- If you are a student then no objection letter from school.[Download template](#)
- [Flight itinerary or flight reservation for visa application](#).This includes your flight information, airport information, date of travel and flight names and should be obtained from a qualified travel agent. . To book your flight itinerary for Schengen tourist visa, [Click here](#).
- Proof of accommodation. Hotel bookings for your stay.[Sample hotel bookings for visa application](#) . To book accommodation proofs for your Schengen tourist visa. [Click here](#).
- A valid health insurance covering a minimum of €30,000 . [Sample here](#).

These requirements may change based on your country of origin. **Please go through travel visa requirements thoroughly for your country for any additional documents that you would need to produce.** This section covers only the services we will assist you with. In addition to this we have written an excellent article on [Schengen travel visa](#) to help you with your tourist visa processing.

WE SUGGEST YOU TO FILL THE SCHENGEN VISA APPLICATION ONLINE . HERE IS AN ARTICLE WHICH SHOWS YOU HOW TO FILL YOUR [SCHENGEN VISA APPLICATION ONLINE](#).