

April 03, 2017

EMBASSY OF THE FEDERAL REPUBLIC OF GERMANY
No. 6/50G Shanti Path,
Chanakyapuri, New Delhi 110021
India

Subject: Anjali XXXXXXXX, Indian Passport No: XXXXXXX, Schengen Visa for Visit
Friend/Family

Dear Sir/Madam,

I would like to apply for a Schengen visa upon my intention to travel to Germany from June 2 to June 28, 2017. The main purpose of my travel is to visit my German friends. However, I look very forward to also visit the magnificent sights throughout Germany, as well as experience the famous German food and learn the German culture and way of life. During my stay, me and my friends wish to spend a holiday in the Netherlands and France to celebrate my upcoming graduation.

I am employed at <name of employer> in <address of employer> since April 2014, currently holding the position of Marketing Executive. My employer has already approved my vacation from work for the duration of this trip.

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

1. Visa application form duly dated and signed with attached passport-size pictures
2. Passport, showing my travel experience
3. [Travel Insurance](#), coverage of €30,000
4. [Flight-ticket](#) reservation for my flight via LH for New Delhi – Frankfurt – New Delhi [June 2-June 28, 2017]
5. [Hotel reservations](#) for our holidays in the Netherlands and France
6. Employment and leave certificates showing approved leaves as well as the date I am expected to return to work
7. ITR, Payslips, and Savings Account as proof of my income

Planned Itinerary:

- June 2, 2017 – Flight from New Delhi to Frankfurt via LH-761
- June 7, 2017 – Sightseeing in Germany
- June 10, 2017 – Travel from Frankfurt to Amsterdam Schiphol; Arrive in Amsterdam and stay at Clemens Hotel

- June 11, 2017 – Sightseeing in the Netherlands
- June 14, 2017 – Travel from Amsterdam Schiphol to Paris Gard du Nord and stay at Ibis Hotel – Sacré Coeur
- June 15, 2017 – Sacré Coeur, Opera, Tour Eiffel, Musee du Louvre
- June 17, 2017 – Chateau de Versailles
- June 20, 2017 – Travel from Paris Gard du Nord to Frankfurt via Air France
- June 28, 2017 – Flight back to New Delhi from Frankfurt via Lufthansa

I trust that you will find everything is in order. For any questions or clarifications, please do not hesitate to contact me anytime.

Thanking you in advance for a favorable reply to my application.

Sincerely,

<Your Complete Name>

<Your Address>, India