

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
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