

To  
The Visa Officer  
Embassy of Austria  
New Delhi, India

[DATE]

**Subject:** Application for Tourist Visa to Austria

**Dear Sir,**

I am writing to submit my application for a Schengen Tourist Visa to visit Austria for tourism purposes. I am an Indian citizen currently residing in **[Your City, State]**, and I wish to travel to Austria from **[Start Date]** to **[End Date]**. During this period, I intend to explore the beautiful cultural and historical cities including Vienna, Salzburg, and Innsbruck. I have completed all necessary arrangements, including hotel bookings and return flight tickets. A detailed itinerary is attached for your reference.

I am presently employed with **[Company Name]** as a **[Job Title]**, and I have been granted official leave to travel. I have enclosed proof of employment, leave approval, and my financial documents demonstrating that I can cover all costs related to the trip. Additionally, I have included my valid travel insurance and round-trip flight reservations. I assure you that I have strong family and professional ties in India and fully intend to return upon completion of my travel.

I respectfully request you to consider my visa application and grant me the opportunity to visit Austria. I have submitted all required documents along with this letter.

Thank you for your time and consideration.

Yours sincerely,

**[Your Full Name]**

[Your Address]

[Mobile Number]

[Email Address]

[Passport Number]