

To
The Visa Officer
Embassy of the Republic of Poland
[Embassy Address or VFS Center]
India

[Date]

Subject: Request for Grant of Tourist Visa to Poland

Dear Sir,

I am writing to submit my application for a short-term tourist visa to visit Poland. I intend to travel for tourism and sightseeing purposes and explore the cultural and historical landmarks of Poland.

I plan to travel from **[start date] to [end date]**, and my itinerary includes visiting **Warsaw, Krakow, and Wroclaw**. I have made necessary arrangements for accommodation, round-trip air tickets, travel insurance (with coverage over 30,000 EUR), and sufficient funds to cover all expenses during my stay.

I am currently employed with **[your company name]** as a **[designation]** and have been granted leave for the duration of my trip. I have enclosed the necessary documents, including my passport, visa application form, photographs, travel insurance, flight bookings, hotel reservations, bank statements, income tax returns, and a leave approval letter from my employer.

I assure you that I will return to India upon the completion of my trip and adhere strictly to the visa conditions.

I respectfully request you to kindly consider my application and grant me a tourist visa for Poland.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

[Your Address]

[Mobile Number]

[Email Address]

Passport Number: [XXXXXXX]