{{APPLICANT\_FULL\_NAME}}

{{APPLICANT\_ADDRESS\_LINE\_1}}

{{APPLICANT\_ADDRESS\_LINE\_2}}

Email: {{APPLICANT\_EMAIL}}

Phone: {{APPLICANT\_PHONE}}

{{LETTER\_DATE}}

{{CONSULATE\_NAME}}

{{CONSULATE\_ADDRESS\_LINE\_1}}

{{CONSULATE\_ADDRESS\_LINE\_2}}

**Subject**: Application for Schengen Business Visa for {{EVENT\_NAME}}, {{CITY\_1}} {{EVENT\_DATE\_RANGE}}

Dear Visa Officer,

I, **{{APPLICANT\_FULL\_NAME}}**, {{SIGNATORY\_TITLE}} of **{{COMPANY\_NAME}}**, request a short-stay Schengen visa to attend and exhibit at {{EVENT\_NAME}} at {{EVENT\_VENUE}} from {{EVENT\_DATE\_RANGE}}. My previous Schengen visa expires on {{PREVIOUS\_VISA\_EXPIRY\_DATE}}; therefore I am applying for a new visa to cover my upcoming trip.

**Trip summary**

* Purpose: Exhibit {{COMPANY\_NAME}}’s event technology at {{EVENT\_NAME}}; meet existing clients and prospects.
* Travel dates: Entry on {{DATE}}; exit on {{EXIT\_DATE}}. Total stay: 9 days.
* Cities: {{CITY\_1}} (Nov 17–22) and {{CITY\_2}} (Nov 22–26, leisure segment within {{COUNTRY}}).
* Funding: Trip costs will be borne by me and my company. I have enclosed personal and business financial documents.
* Accommodation: {{HOTEL\_1\_NAME}} ({{CITY\_1}}) and {{HOTEL\_2\_NAME}} ({{CITY\_2}}). Details attached in the Hotel Itinerary.
* Insurance: I will maintain travel medical insurance of at least €30,000 coverage for the entire stay.

I, hereby, request a **single-entry** short-stay visa covering **{{DATE\_RANGE}}** to attend {{EVENT\_NAME}} and complete a short leisure visit. I will comply with all Schengen rules and depart {{COUNTRY}} on {{EXIT\_DATE}} as per the attached return flight itinerary.

I maintain strong ties to {{HOME\_COUNTRY}} including family. I will return to {{HOME\_COUNTRY}} after the event. Enclosed are the following documents supporting my application:

|  |  |
| --- | --- |
| Duly filled Schengen visa application form and one recent photographPassportPrevious Schengen visa expiring {{DATE\_1}}Schengen travel insurance certificateFlight ItineraryHotel Itinerary covering all nights in {{COUNTRY}}Travel Itinerary (day-by-day plan) | {{COMPANY\_NAME}} company Certificate of IncorporationPersonal and business bank statements for the last 6 monthsIT Returns for the last 3 yearsCredit card statement (last month)Proof of residence in {{HOME\_COUNTRY}}: property tax receipt (Hindi version){{EVENT\_NAME}} booth purchase invoice |

I am looking forward to your positive response. Thank you for considering my visa application.

Sincerely,

{{APPLICANT\_FULL\_NAME}}