

## Sample Schengen Visa Cover Letter

### EMBASSY ADDRESS

Honorable Consulate

.  
XXXXXXXXXXXXXXXXXX

CITY - COUNTRY

DATE XXXXXXXXXXXX

YOUR ADDRESS

TEL: XXXXXXXXXXXX

Email: XXXXXXXXXXXX

Passport Number - XXXXX

Dear Sir/Madam,

I intend to travel to Munich as tourist between 14 February 2019 to 28 February 2019. As my nationality is Ghanian, I would therefore like to obtain a Schengen tourist visa .

Below is the break through itinerary for my trip and what I intend to pursue.

- **14 February 2019 - Land in Munich with KLM**
- **15 February 2019 - (WHAT TO DO FROM 15.02 to 26.02.2019) e.g visiting,)**
- **27 February 2019 - Rest**
- **28 February 2019 - Fly back to Accra**

Please find enclosed the following documents to support my visa application attached below this cover letter in the order mentioned:

1. Fully completed & duly signed tourist visa application
2. Two photographs as per visa specifications.
3. copy of my passport
4. Copy of Flight itinerary from Accra to Germany . Original will be obtained when needed.
5. Copy of proof of accommodation for the entire duration of stay.
6. Copy of EU 0 deductible Insurance as per visa specifications covering minimum EUR 45,000 for medical as well as repatriation of remains
7. Proof of Economics ties - Bank statement, Payslip of the last three months, No Objection Certificate from my employer, Copy of my Credit Card, Copy of ATM Card
8. Proof of Social Ties - Marriage certificate, My daughter birth-certificate, Owned Land property document, My Car document. etc.

I trust you will find that everything is in order. If you need to contact me, for further clarification or additional details on my application, I look forward to hearing from you.

Sincerely