

SAMPLE COVERING LETTER TO THE CONSULATE ON YOUR PERSONAL LETTERHEAD: FOR TRAINING ALONE.

To
The Consulate General
Consulate General of the Federal Republic of Germany
City: _____(as applicable).

Date: _____

Dear Madam/Sir,

I, Dr/Mr/Mrs/Ms.....
holding passport No.....
enclosing herewith my visa application duly filled in and signed by me for the
Specialized German ART Diploma Training at Pius Hospital and Tagesklinik,
Oldenburg, from Month/Date/Year to Month/Date/Year.

Kindly grant me a 10 day visa. All expenses will be borne by me. I have enclosed my
original valid passport, recent colored photographs, letter of Invitation from the Pius
Hospital, Sponsor NOC, copy of Degree Certificate, last 3 years Income Tax papers,
last 6 months bank statements, Hotel booking receipt, Overseas medical Insurance
and visa application form.

Kindly issue the necessary visa.

Thanking you in advance,

Yours Sincerely

(Sign & Name)