**<<Date>>**

**<<Location>>**

The Honorable Consulate

Embassy of Italy

Kanchanjunga, Piano Terra,

72 G. Deshmukh Marg,

Mumbai – 400026

**<<To be changed to Delhi or Kolkatta address accordingly>>**

Dear Sir/Madam,

I would like to apply for Schengen visa to spend a holiday in countries - **<<Mention names>>.** I’m applying through your Honorable Consulate, as Italy is my first port of entry and port of exit as well and I’m staying the maximum number of days in Italy.

Our detailed itinerary is attached inside. Brief itinerary would be as follows.

**<<Mention arrival date/departure date, number of nights for each city you are traveling to>>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Arrival Date** | **Departure Date** | **Nights** | **City(Country)** |
| 23 Feb 2018 | 25 Feb 2018 | 2 | Rome(Italy) |
| . | . | . | . |
| 12 March 2018 | 14 March 2018 | 2 | Rome(Italy) |

I am planning to visit the Europe Schengen area between <<Mention Dates>>.

**<<Mention flight/train/buses if not booked>>**

I haven’t booked flights or buses for the following locations yet. <<Mention locations>

I’m looking for good deals and will book it soon once available.

**<<Professional Details>>**

**<<Intention behind traveling to Europe>>**

If you have traveled to Europe or US before, mention the same in the cover letter as well.

**<<Details of your friend/family who will be joining along with you>>**

Mention the passport name and number of a friend or family traveling with you. And how long will you be together. If you are traveling alone for a few days, or weeks, mention the same in the cover letter.

**<<Anything else you want to mention>>**

Attached property documents for your reference.

Please find the following documents to support my visa application enclosed herewith.

* Application form, duly dated and signed with passport size picture
* Passport of myself (and sponsor if required)
* Detailed itinerary
* Hotel booking reservations as a proof of accommodation
* Payslips, bank statements and ITR. (of sponsor if required)
* Sponsorship letter
* Previous credit card statement.
* Travel insurance with benefits coverage of 30,000 Euro for the entire duration of the stay in Europe.
* Photocopies of all previous visas
* Plane ticket booking **<<Airways>> <<Location>> <<Dates>>**

I trust that you will find everything in order, and remain at your disposal for any further information. Thank you very much for your time. I hope for a favorable response for the application. For questions and clarifications, please feel free to contact me anytime.

Sincerely,

**<<Name>>**

Mobile: **<< Mobile Number>>**

Email – **<<email id>>**

((Find travel Itinerary below))

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Travel Itinerary- 23rd February 2018 to 14th March 2018** |  |
|  |  |  |  |  |
| **Check in Date** | **No. of Nights** | **City/Country** | **Name of the Hotel & Address** | **Contact details** |
| 23rd Feb, 2018 | 2 | Rome/Italy | **Camping village Roma**Via Aurelia 831, Aurelio, 00165, Rome, Italy | Tel: +39 06 6623018 |
| 25th Feb, 2018 | 3 | Florence/ Italy | **La Campanella**Via Citadella 5, 50144, Florence, Italy | Tel: +39 3663245930 |
| 28th Feb, 2018 | 1 | Venice/ Italy | **San Lio Tourist House**Salizada S. Lio 5607, Castello, 30122 Venice, Italy | Tel: +39 041.7241012 |
| 1st March, 2018 |  | Flight from Venice to Berlin | Flight Ticket needs to be booked yet |
| 1st March, 2018 | 3 | Berlin/Germany | **Wyndham Berlin Excelsior Hardenbergstr. 14, Charlottenburg-Wilmersdorf, 10623 Berlin, Germany** | Tel: +49 30 31550 |
| 4th March, 2018 | 2 | Prague/Czech Republic | Motel One Prague, Na porici 1048/30, Prague, 110 00, Czech Republic | **Tel:** +420 222 334 500  |
| 6th March, 2018 | 2 | Vienna/Austria | **Central Apartment,** HauptbahnhofErlachgasse 7,10. Favoriten, 11 1100, Vienna ,Austria | Tel: +43 6602058498 |
| 8th March, 2018 | 2 | Budapest/Hungary | **Avenue Hostel**1067 Budapest, Oktogon ter 4. Hungary | Tel: +36202387130 |
| 10th March 2018 | 2 | Budapest/Hungary | **Treestyle Hostel****1077 Budapest, Wesselenyi utca 32, Hungary** | Tel: +36 30 338 8242 |
| 12th March 2018 |  | Flight from Budapest to Rome | Flight Ticket needs to be booked yet |
| 12th March 2018 | 2 | Rome | **Roma Tempus, Via Cairoli 101, Central Station, 00185, Rome Italy** | Tel: +393298996942 |
| 14th march, 2018 | **Return flight to Bangalore India** |