

31 July 2019

The Honorable Consul
Embassy of Italy
6/F Zeta II Bldg. 191 Salcedo St.,
Legaspi Village, Makati City, Philippines

Dear Sir/Madam:

We are _____. We would like to apply for a **double-entry Schengen visa** to cover our intention to travel to Europe from (arrival date) to (end date), a period of ____ days, of which _____ will be spent within the Schengen Area.

We will be visiting four (4) countries in Europe, three (3) of which are within the Schengen zone: Italy, France, and Greece. We are applying through your honorable embassy because **we will be staying in Italy the longest**. We are requesting for a double-entry visa because our itinerary involves going to Croatia which is outside the Schengen Zone, but plan to re-enter after.

The main purpose of our travel is **tourism**. Over the past five years, I have been to 5 countries including Australia, Japan, and South Korea. I returned to the Philippines after every trip, and I have NEVER overstayed a visa ever.

I have been employed as (Position) at (Company) for XX years now. My responsibilities include (Details of your job).

Please find attached a detailed itinerary of our intended XX-day stay, along with the accomplished visa form, employment and financial documents, and other requirements. We remain at your disposal for any further information you may need.

Thank you so much. Hoping for a favorable response.

Sincerely,

(Signature)

FULL NAME

Email Address

Mobile number