22 January 2020

**THE HONORABLE CONSUL**

Embassy of Italy

6th Floor, Zeta II Bldg. 191 Salcedo St.

Legaspi Village, Makati City

Philippines

***Subject: Application for Schengen Visa***

I would like to apply for a Schengen visa upon my intention to travel to Italy, France and the Netherlands from \_\_\_\_\_\_ to \_\_\_\_\_\_\_\_, 2020.

The main purpose of my travel is tourism. I am applying through your Honorable Embassy because I plan to stay in Italy the longest. It is also my first port of entry.

I will pay for all the expenses of my travel. I am employed at <name of employer> in <address of employer> since \_\_\_\_\_, currently holding the position of \_\_\_\_\_\_\_\_\_\_\_\_\_. My vacation leave for the duration of the trip was already approved by my company.

Please find the following documents to support my visa application:

1. Passport

2. Signed application form with picture

3. If invited by friends / relatives: a. invitation letter, b. copy of proof of identity c. proof of relationship

4. Or if staying in hotel: a..Hotel Booking b. Copy of Passport, visas and immigration stamps

5. Proof of occupation

6. Proof of economic means

7. Travel health insurance

8. NSO documentation

9. Flight booking

Below is my planned Itinerary:

*[insert your day-to-day activities] Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Country** | **City** | **Activities** |  |
|  |
| 0 | 01-Mar-2020 | Philippines | Manila | Depart Philippines  *[Date and time of flight and flight number]* |  |
| 1 | 02-Mar-2020 | Italy | Rome | Arrive Rome  Check-in hotel at:  *[name, address and phone number of hotel]* |  |
| 2 | 03-Mar-2020 | Italy | Rome | Explore Rome  *[list activities to do in Rome]* |  |
| 3 | 04-Mar-2020 | Italy | Venice | Arrive Venice  Check-in hotel at:  *[name, address and phone number of hotel]* |  |
| 4 | 05-Mar-2020 | Italy | Venice | Explore Venice  *[list activities to do in Venice]* |  |
| 5 | 06-Mar-2020 | France | Paris | Arrive in Paris  Check-in hotel at:  *[name, address and phone number of hotel]* |  |
| 6 | 07-Mar-2020 | France | Paris | Explore Paris  *[list activities to do in Paris]* |  |
| 7 | 08-Mar-2020 | France | Paris | Explore Paris  *[list activities to do in Paris]* |  |
| 8 | 09-Mar-2020 | Netherlands | Amsterdam | Arrive in Amsterdam  Check-in hotel at:  *[name, address and phone number of hotel]* |  |
| 9 | 10-Mar-2020 | Netherlands | Amsterdam | Explore Amsterdam  *[list activities to do in Amsterdam]* |  |
| 10 | 11-Mar-2020 | Netherlands | Amsterdam | Explore Amsterdam  [list activities to do in Amsterdam]  Flight to Manila  *[Date and time of flight and flight number]* |  |
| 11 | 12-Mar-2020 | Philippines | Manila | Arrive Manila |  |

I trust that you will find everything is in order. For any questions or clarifications, please do not hesitate to contact me anytime.

Thanking you in advance for a favorable reply to my application.

Sincerely,

<Your Complete Name>

<Your Address>, Philippines