Jakarta, September 25th 2017

To: Embassy of South Korea

Visa Section

Jakarta

Subject: Tourist Visa Application

Dear Sir/Madam,

I am the undersigned below:

Name : (your name)

Passport No : (your passport number)

Will go to South Korea for traveling from (arrival date) to (departure date).

Currently, I am working as (your job) based in (your city), Indonesia. I act as (insert more info about your current job). I have attached the invoice from previous project as proof of my work here.

All the expenses during the trip will be furnished by myself. I will guarantee that I will return to Indonesia after the end of the trip.

It will be highly appreciated if you could grant me the necessary visa to enter your country.

Yours sincerely,

(your full name)