Aditya Malhotra
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Gurugram, 9 August 2027

Embassy of Portugal in New Delhi – Consular Section

Subject: Application for a short-stay Schengen visa (tourism) – Aditya Malhotra

Dear Sir or Madam,

I am applying for a single-entry short-stay Schengen visa for tourism, for an eight-day stay in Portugal from 16 to 23 September 2027. I will travel alone.

1. Purpose of the trip
I will spend four nights in Lisbon (16 to 20 September), with a day trip to Sintra, then take the train to Porto for three nights (20 to 23 September), and fly home from Porto on 23 September. The enclosed itinerary sets out each day.

2. Accommodation and costs
My hotels are booked for all seven nights, as the enclosed reservations show. I will pay for the trip myself. Portugal asks for €75 per entry plus €40 a day, or €395 for my eight days; my salary account and personal bank statements for the last three months, stamped and signed by the bank, my salary slips for the last three months and my ITR-V for the last two assessment years are enclosed. Any medical costs are covered by my travel medical insurance.

3. Employment
Since 2017, I have worked as a senior sales manager on a permanent contract at Aravalli Foods Pvt. Ltd. in Gurugram. My employer has approved my leave from 16 to 24 September 2027, as the enclosed letter confirms.

4. Ties to India and return
I am married, with a ten-year-old son; my wife and son stay in Gurugram during my trip. I will be back at work on Monday 27 September 2027, after my return flight from Porto to Delhi on 23 September, shown in the enclosed flight reservation.

I remain at your disposal for any further document or for an interview.

Yours faithfully,

Aditya Malhotra

Enclosures:
- Embassy checklist, filled in
- Signed Schengen application form, passport and two photographs
- Previous passport and copies of my earlier Schengen visas
- Flight reservation Delhi–Lisbon on 16 September and Porto–Delhi on 23 September 2027
- Travel medical insurance, original
- Itinerary: Lisbon, Porto
- Hotel reservations in Lisbon and Porto
- Salary slips, salary account statements and personal bank statements for the last three months
- ITR-V for the last two assessment years
- Employer’s letter approving my leave