Putri Anggraini
Jl. Kaliurang Km 5, Gang Pandega Marta No. 14
Sleman, Yogyakarta 55281, Indonesia
Email: putri.anggraini@example.com

Yogyakarta, 23 August 2027

Embassy of Italy in Jakarta – Visa Office

Subject: Application for a short-stay Schengen visa (tourism) – Putri Anggraini

Dear Sir or Madam,

I am applying for a short-stay Schengen visa for tourism, for an 11-day stay in Italy from 4 to 14 October 2027. I will travel alone.

1. Purpose of the trip
I teach the history of architecture, and this trip lets me see the buildings I teach. I will spend four nights in Rome (4 to 8 October), three nights in Florence (8 to 11 October) and three nights in Venice (11 to 14 October), travelling between the cities by train. The enclosed itinerary sets out each day.

2. Accommodation and costs
My hotels are booked for all ten nights, as the enclosed vouchers show. I will pay for the trip myself from my salary and savings. A bank reference and a certified copy of my personal bank statements for the last three months are enclosed. Any medical costs are covered by my travel insurance, valid in the whole Schengen area.

3. Employment
Since 2015, I have been a permanent lecturer in the Department of Architecture at Universitas Merapi Nusantara in Yogyakarta. The university's enclosed declaration, in English, confirms my position, my length of service, my leave from 4 to 15 October 2027 and that I resume my post on my return, with a copy of its registration.

4. Ties to Indonesia and return
I am married with a ten-year-old son, who stays in Yogyakarta with my husband during my trip, as our Kartu Keluarga shows. I will be back at work on Monday 18 October 2027, after my return flight from Venice to Jakarta on 14 October, shown in the enclosed flight reservation.

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

Yours faithfully,

Putri Anggraini

Enclosures:
- Application form, printed and signed
- Passport, with a copy of the biometric data pages
- Two recent colour photos
- Flight reservation Jakarta–Rome on 4 October and Venice–Jakarta on 14 October 2027
- Travel insurance certificate
- Itinerary: Rome, Florence, Venice
- Hotel vouchers in Rome, Florence and Venice
- Employer's declaration in English, with a copy of the university's registration
- Bank reference and certified copy of my bank statements for the last three months
- Kartu Keluarga (family card)