Joanna Dela Cruz
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Pasig City, 1 March 2027

Embassy of the Kingdom of the Netherlands – Visa Section, Manila

Subject: Application for a short-stay Schengen visa (tourism) – Joanna Dela Cruz

Dear Sir or Madam,

I am applying for a short-stay Schengen visa for tourism, for a 10-day stay in the Netherlands from 14 to 23 April 2027. I will travel alone.

1. Purpose of the trip
I will spend six nights in Amsterdam (14 to 20 April) and three nights in Rotterdam (20 to 23 April), travelling between the two cities by train. I wish to see the Rijksmuseum, the Keukenhof gardens in bloom and the port of Rotterdam. The enclosed itinerary sets out each day.

2. Accommodation and costs
My hotels are booked for all nine nights, as the enclosed reservations show. I will pay for the trip myself from my salary and savings; my personal bank statements for the last six months are enclosed. Any medical costs are covered by my travel medical insurance.

3. Employment
Since 2018, I have worked as a senior accountant on a permanent contract at Northbridge Shared Services Inc. in Taguig City. My employer has approved my leave from 14 to 26 April 2027, as the enclosed certificate of employment and certificate of leave of absence confirm. My latest income tax return is enclosed.

4. Ties to the Philippines and return
I live in Pasig City with my mother, whom I support, and I own the condominium unit where we live, as the enclosed title shows. I will fly back from Amsterdam to Manila on 23 April 2027, as the enclosed flight reservation shows, and return to work on 27 April.

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

Yours faithfully,

Joanna Dela Cruz

Enclosures:
- Passport and signed application form with its unique code
- Flight reservation Manila–Amsterdam on 14 April and Amsterdam–Manila on 23 April 2027
- Travel medical insurance certificate
- Day-by-day itinerary: Amsterdam, Rotterdam
- Hotel reservations in Amsterdam and Rotterdam
- Personal bank statements for the last six months
- Certificate of employment, certificate of leave of absence and latest income tax return
- PSA birth certificate and condominium certificate of title