Rhea Castillo
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Pasig City, 15 April 2027

Embassy of Switzerland in the Philippines – Visa Section, Makati

Subject: Application for a short-stay Schengen visa (tourism) – Rhea Castillo

Dear Sir or Madam,

I am applying for a short-stay Schengen visa for tourism, for a 10-day stay in Switzerland from 10 to 19 June 2027. I will travel alone.

1. Purpose of the trip
I will spend three nights in Zurich (10 to 13 June), three nights in Lucerne (13 to 16 June) and three nights in Interlaken (16 to 19 June), travelling between the three towns by train. I wish to see the lakes and the Jungfrau region. The enclosed itinerary sets out each day.

2. Accommodation and costs
My hotels are booked for all nine nights, as the enclosed confirmations show. I will pay for the trip myself from my salary and savings; the stamped and signed certificate of my bank balance and my statements for the past six months are enclosed. My travel insurance covers EUR 30,000, without sub-limits.

3. Employment
Since 2014, I have worked as a human resources manager on a permanent contract at Meridian Logistics Philippines Inc. in Pasig City. My employer’s enclosed letter states my position, date of hiring and salary, approves my leave from 9 to 21 June 2027 and confirms that my employment continues after my trip. My income tax return is enclosed.

4. Ties to the Philippines and return
I am married and live in Pasig City with my husband and our two children, as the enclosed PSA marriage and birth certificates show, and we own our house, as the enclosed Transfer Certificate of Title shows. I will fly back from Zurich to Manila on 19 June 2027, as the enclosed flight reservation shows.

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

Yours faithfully,

Rhea Castillo

Enclosures:
- Passport, copy of its relevant pages and of my previous visas
- Signed visa application form and two photographs
- Flight reservation Manila–Zurich on 10 June and Zurich–Manila on 19 June 2027
- Travel insurance certificate
- Daily itinerary: Zurich, Lucerne, Interlaken
- Hotel confirmations in Zurich, Lucerne and Interlaken
- Bank certificate and bank statements for the past six months
- Employer’s letter and income tax return
- PSA marriage certificate, birth certificates of my children and Transfer Certificate of Title