Grace Villanueva
Al Nakheel District, Riyadh 12382
Kingdom of Saudi Arabia
Email: grace.villanueva@example.com

Riyadh, 26 August 2027

Embassy of Portugal in Riyadh – Visa Section

Subject: Application for a short-stay Schengen visa (tourism) – Grace Villanueva

Dear Sir or Madam,

I am a Filipino national living and working in Riyadh with a valid iqama, and I am applying for a single-entry short-stay Schengen visa for tourism, for an 11-day stay in Portugal from 7 to 17 October 2027. I will travel alone.

1. Purpose of the trip
I will spend six nights in Lisbon (7 to 13 October), with a day trip to Sintra, and four nights in Porto (13 to 17 October), travelling from Lisbon to Porto by train. The enclosed itinerary sets out each day.

2. Accommodation and costs
My hotels are booked for all ten nights, as the enclosed reservations show. I will pay for the trip myself from my salary and savings: for one entry and eleven days, Portugal asks for €75 plus €40 a day, or €515, and my original bank statement for the last six months, which shows my monthly salary, covers it. My travel medical insurance covers at least €30,000, repatriation included.

3. Employment
Since 2019, I have worked as a staff nurse at Al Wadi Specialist Hospital in Riyadh, on a two-year renewable contract. My employer’s letter, attested by the Chamber of Commerce, states my position, my date of recruitment, my contract, my salary and the purpose of this trip, and confirms my leave from 7 to 18 October 2027.

4. Residence in Saudi Arabia and return
My iqama is valid until 2 April 2028, and my exit and re-entry visa until 30 November 2027. My return flight from Porto to Riyadh is on 17 October 2027, as the enclosed flight reservation shows, and I will be back at work on Tuesday 19 October 2027.

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

Yours faithfully,

Grace Villanueva

Enclosures:
- Passport, signed application form and photograph
- Copies of the passport’s data page and previous Schengen visas
- Iqama and a copy, exit and re-entry visa and a copy
- Flight reservation Riyadh–Lisbon on 7 October and Porto–Riyadh on 17 October 2027
- Train reservation Lisbon–Porto on 13 October 2027
- Travel medical insurance policy
- Itinerary: Lisbon and Porto
- Hotel reservations in Lisbon and Porto
- Original bank statement for the last six months
- Employer’s letter attested by the Chamber of Commerce