Kanokwan Thongdee
88/45 Soi Ari 4, Phaya Thai
Bangkok 10400, Thailand
Email: kanokwan.thongdee@example.com

Bangkok, 1 August 2027

German Embassy Bangkok – Visa Section

Subject: Application for a short-stay Schengen visa (tourism) – Kanokwan Thongdee

Dear Sir or Madam,

I am applying for a short-stay Schengen visa for tourism, for a 10-day stay in Germany from 18 to 27 September 2027. I will travel with my husband, Somchai Thongdee, who is applying at the same time.

1. Purpose of the trip
We will spend four nights in Munich (18 to 22 September) and five nights in Berlin (22 to 27 September), travelling from Munich to Berlin by train. The enclosed itinerary sets out each day. I travelled to Germany with a Schengen visa in 2024 and returned to Thailand on the planned date, as the stamps in my passport show.

2. Accommodation and costs
Our hotels are booked for all nine nights, as the enclosed reservations show. I will pay for my share of the trip from my salary and savings. My salary slips and bank statements for the last three months are enclosed and show my monthly salary credits. Any medical costs are covered by my travel health insurance.

3. Employment
Since 2016, I have worked as HR manager at Chao Phraya Logistics Co., Ltd. in Bangkok. My employer has granted me leave from 17 to 28 September 2027, as the enclosed employment certificate confirms, with my position, my salary and my length of service.

4. Ties to Thailand and return
My husband and I live in Bangkok with our two children, aged 9 and 12, who will stay with my parents during our trip; our marriage certificate and their birth certificates are enclosed. I will be back at work on Wednesday 29 September 2027, after our return flight from Berlin to Bangkok on 27 September, shown in the enclosed flight reservation.

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

Yours faithfully,

Kanokwan Thongdee

Enclosures:
- Copy of the passport
- VIDEX application form with two photographs
- Itinerary and hotel reservations in Munich and Berlin
- Flight reservation Bangkok–Munich on 18 September and Berlin–Bangkok on 27 September 2027
- Employment certificate (position, salary, length of service, holiday granted)
- Salary slips and bank statements for the last three months
- Marriage certificate and children’s birth certificates
- Travel health insurance certificate