Priya Sharma
No. 14, 6th Cross, Indiranagar
Bengaluru 560038, India
Phone: +91 98450 31672
Email: priya.sharma@example.com

Bengaluru, 20 April 2027

Consulate of Italy – Visa Section

Subject: Application for a short-stay Schengen visa (tourism) – Priya Sharma

Dear Sir or Madam,

I am applying for a single-entry short-stay Schengen visa for tourism, for a stay of 12 days in Italy from 4 June to 15 June 2027.

1. Purpose of the trip
I will spend four nights in Rome (4 to 8 June), four nights in Florence (8 to 12 June) and three nights in Venice (12 to 15 June), travelling between the cities by train. The enclosed itinerary sets out each stage. I have not held a Schengen visa before and have never been refused one.

2. Accommodation and costs
All my hotels are booked, as the enclosed reservations show. I will pay for the whole trip myself from my salary and savings; my bank statements for the past three months are enclosed. Any medical costs are covered by my travel medical insurance.

3. Employment
Since 2023 I have worked as a Senior Software Engineer at Kaveri Software Labs Pvt Ltd in Bengaluru. My employer has approved my leave for these dates, as the enclosed letter confirms.

4. Return to India
I am due back at work on 16 June 2027, the day after my return flight from Rome to Bengaluru, shown in the enclosed flight reservation.

I would be glad to provide any further document or to attend an interview.

Yours faithfully,

Priya Sharma

Enclosures:
- Passport, signed application form and photograph
- Return flight reservation Bengaluru–Rome, 4 and 15 June 2027
- Travel medical insurance policy
- Itinerary: Rome, Florence, Venice
- My bank statements for the past three months
- Letter from my employer, Kaveri Software Labs Pvt Ltd
- Hotel reservations in Rome, Florence and Venice