

COVER LETTER FOR GROUP TRIP

Jakarta, 18th July 2024

To: Embassy of the [Schengen Country Name] Jakarta

Subject: Application for Schengen Visa

Dear Sir/Madam,

I am writing to apply for a Schengen [tourism/ family visit] visa with the purpose to [explain the purpose of your visit] in Germany on XXX. Following [your event], I will continue to travel to [Define your other country destination if any, or delete this sentence if you do not have any other country to visit other than Germany]. My travel dates are from XXX, XXth 2024 to XXX, XX 2024, covering a total of 16 days and 15 nights.

Personal Details:

Name : XXX
Date of Birth : XXX
Nationality : XXX
Occupation : XXX
Passport number : XXX

I will be attend the [event/ activities] with my family members :

Relationship:

Name : XXX
Date of Birth : XXX
Occupancy : XXX
Nationality : Indonesia
Passport number : XXX

Relationship:

Name : XXX
Date of Birth : XXX
Nationality : Indonesia
Occupancy : XXX
Passport number : XXX

Continue add information for each group member

We will come together to [short explain the highlight of your trip] at the [place]. With a detailed itinerary attached.

We will also provide supporting documents:

- Completed visa application form
- Recent photographs
- Copy of passport
- Proof of travel insurance
- Round-trip flight itinerary
- Hotel accommodation reservation
- Bank statements
- Statement letter and proof of current employment situation
- Copy of family documents & book or marriage
- Copy passport

Commitment and Return: I assure you that we will adhere to Schengen visa regulations and return to Indonesia as planned. I am a [your responsibility in Indonesia, you can write your job position (ex: doctor, employee, teacher)] who is committed to a company/institution in Indonesia. My financial status is sound and attached proof of sufficient funds to cover all expenses for the trip. Therefore, I will ensure my prompt return after the trip.

We would be grateful if you could consider our application favorably and issue the necessary visa for the trip. Should you need any further details, please contact me at email: XXX and mobile phone: XXX

Thank you for your time and kind attention.

Best regards,

Your Name

COVER LETTER FOR INDIVIDUAL TRIP

Jakarta, 18th July 2024

To: Embassy of the Federal Republic of Germany Jakarta

Subject: Application for Schengen Visa

Dear Sir/Madam,

I am writing to apply for a Schengen [tourism/ family visit] visa with the purpose to [explain the purpose of your visit] in Germany on XXX. Following [your event], I will continue to travel to [Define your other country destination if any, or delete this sentence if you do not have any other country to visit other than Germany]. My travel dates are from XXX, XXth 2024 to XXX, XX 2024, covering a total of 16 days and 15 nights.

Personal Details:

Name : XXX
Date of Birth : XXX
Nationality : XXX
Occupancy : XXX
Passport number : XXX

I will come to [short explain the highlight of your trip] at the [place]. With a detailed itinerary attached.

I will also provide supporting documents:

- Completed visa application form
- Recent photographs
- Copy of passport
- Proof of travel insurance
- Round-trip flight itinerary
- Hotel accommodation reservation
- Bank statements
- Statement letter and proof of current employment situation
- Copy of family documents & book or marriage
- Copy passport

Commitment and Return: I assure you that we will adhere to Schengen visa regulations and return to Indonesia as planned. I am a [your responsibility in

Indonesia, you can write your job position (ex: doctor, employee, teacher)] who is committed to a company/institution in Indonesia. My financial status is sound and attached proof of sufficient funds to cover all expenses for the trip. Therefore, I will ensure my prompt return after the trip.

We would be grateful if you could consider our application favorably and issue the necessary visa for the trip. Should you need any further details, please contact me at email: XXX and mobile phone: XXX

Thank you for your time and kind attention.

Best regards,

Your Name