

SIFQA

Visa guides for UAE residents

Schengen Cover Letters

Three editable letters for UAE applicants

Tourism · Visiting family or friends · Business travel

Replace everything in [red brackets] with your own details.

Then rewrite it in your own words. Officers recognise an unedited template.

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Before you use these

These templates are unofficial. They are not approved or endorsed by any embassy or consulate, and no guarantee is given that any of them will be accepted. Always follow the published checklist for the country you are applying to. Where it differs from anything here, the checklist is correct.

Use these for structure, then write the letter in your own words. Consular officers read hundreds of cover letters and recognise a downloaded template immediately, which undercuts the one document in your file that is meant to sound like you.

What the letter has to do

A consular officer has a stack of documents and limited time. Your cover letter is the map. It should answer, in order:

- Who are you? Name, nationality, what you do, where you live in the UAE
- Where are you going and when? Exact dates, countries, and which is your main destination
- Why? The actual reason, stated plainly
- Who is paying? You, an employer, or a sponsor
- Why will you return? Job, family, home, commitments in the UAE
- What is enclosed? A short list, so nothing looks missing

Rules

- One page. Typed, not handwritten.
- Addressed to the consulate by name, not "To Whom It May Concern".
- Signed and dated.
- Factual throughout. Officers are assessing evidence, not sincerity.
- Every statement should be verifiable from a document in your file.
- Dates must match your flights, hotels, insurance and application form.

Where you are visiting several countries, say explicitly which one is your main destination and that this is why you are applying to that consulate. It saves the officer working it out from your hotel bookings, and shows you understand the rule.

Template 1 — Tourism

For a holiday funded from your own money.

[Your Full Name]

[Your Address, Emirate]

[Phone] · [Email]

Date: [DD Month YYYY]

The Consular Section

[Embassy or Consulate name]

[Abu Dhabi / Dubai], United Arab Emirates

Subject: Application for a short-stay Schengen visa — [Your Full Name], passport [Number]

Dear Sir or Madam,

I am writing to apply for a short-stay Schengen visa for the purpose of tourism.

My name is [Full Name]. I am a [Nationality] national and have lived in the United Arab Emirates since [Year]. I work as [Job Title] at [Company Name] in [Emirate], where I have been employed since [Start Date]. My UAE residence visa is valid until [Date].

I intend to travel to [Country] from [Departure Date] to [Return Date], a total of [Number] days. [Country] is my main destination, where I will spend [Number] nights of the trip, which is why I am applying to this consulate. [I will also spend [Number] nights in [Other Country].]

My itinerary is as follows: [City, dates, accommodation] · [City, dates, accommodation].

All costs of this trip, estimated at approximately [Currency and Amount], will be met from my own funds. My bank statements for the last [three/six] months are enclosed.

I will return to the UAE on [Return Date] and resume my duties at [Company Name] on [Date]. My employment continues, my family resides with me in [Emirate], and my tenancy at the above address runs until [Date].

Enclosed with this application: completed application form, passport and copies, UAE residence visa and Emirates ID copies, photographs, travel medical insurance certificate, return flight reservation, hotel bookings, employer no objection letter, salary certificate and bank statements.

I would be grateful for your consideration of my application, and I am happy to provide any further documents you require.

Yours faithfully,

[Signature]

[Your Full Name]

Template 2 — Visiting family or friends

The consulate needs to understand your relationship to the host, who pays for what, and where you will stay. Make sure your host's invitation letter says the same as yours.

[Your Full Name]

[Your Address, Emirate]

[Phone] · [Email]

Date: [DD Month YYYY]

The Consular Section

[Embassy or Consulate name]

[Abu Dhabi / Dubai], United Arab Emirates

Subject: Application for a short-stay Schengen visa — [Your Full Name], passport [Number]

Dear Sir or Madam,

I am writing to apply for a short-stay Schengen visa in order to visit my [brother / sister / friend], [Host's Full Name], who resides in [City, Country].

I am a [Nationality] national resident in the United Arab Emirates since [Year], employed as [Job Title] at [Company Name] in [Emirate] since [Start Date]. My UAE residence visa is valid until [Date].

I intend to travel from [Departure Date] to [Return Date], a total of [Number] days, spending the entire visit in [Country], which is therefore my main destination.

I will stay at my [relationship]'s residence at [Full Address of Host]. [His/Her] invitation letter, identity document, proof of residence and proof of income are enclosed.

[Choose one: All costs of the trip will be met from my own funds. / My host has confirmed that [he/she] will cover my accommodation during the visit, and I will meet all other costs from my own funds.]

[Host's Full Name] is my [precise relationship, e.g. elder brother]. [He/She] has resided in [Country] since [Year] and holds [nationality or residence status]. [Supporting document, e.g. our birth certificates, is enclosed to confirm our relationship.]

I will return to the UAE on [Return Date] and resume work at [Company Name] on [Date]. My spouse and children remain in [Emirate], and my employment and tenancy continue.

Enclosed with this application: completed application form, passport and copies, UAE residence visa and Emirates ID copies, photographs, travel medical insurance certificate, return flight reservation, invitation letter and host's documents, employer no objection letter, salary certificate and bank statements.

Yours faithfully,

[Signature]

[Your Full Name]

Template 3 — Business travel

State the business purpose specifically and say who is paying. A vague "meetings" is weaker than a named event or partner.

[Your Full Name]

[Your Address, Emirate]

[Phone] • [Email]

Date: [DD Month YYYY]

The Consular Section

[Embassy or Consulate name]

[Abu Dhabi / Dubai], United Arab Emirates

Subject: Application for a short-stay Schengen visa, business purpose — [Your Full Name], passport [Number]

Dear Sir or Madam,

I am writing to apply for a short-stay Schengen visa in connection with business travel.

I am a [Nationality] national resident in the United Arab Emirates since [Year]. I am employed as [Job Title] at [Company Name], [Emirate], since [Start Date]. My UAE residence visa is valid until [Date].

I will travel to [City, Country] from [Departure Date] to [Return Date] in order to [attend the [Event Name] exhibition at [Venue] / hold meetings with our partner [Company Name] / inspect equipment at [Location]]. [Country] is my main destination and the sole purpose of this trip.

[Where applicable: An invitation letter from [Host Company], confirming the purpose and dates of the meetings, is enclosed.]

All expenses relating to this trip, including airfare, accommodation and daily expenses, are borne by my employer, [Company Name], as confirmed in the enclosed letter.

I will return to the UAE on [Return Date] and resume my duties on [Date]. My employment, residence and family commitments in the UAE continue as normal.

Enclosed with this application: completed application form, passport and copies, UAE residence visa and Emirates ID copies, photographs, travel medical insurance certificate, return flight reservation, hotel booking, employer letter confirming purpose and funding, [invitation letter from host company,] salary certificate and bank statements.

Yours faithfully,

[Signature]

[Your Full Name]

Explaining a problem in your file

This is the cover letter's most valuable use, and almost nobody takes advantage of it. If something in your application will raise a question, answer it before it is asked. An unexplained oddity looks like something concealed. An explained one is just a fact.

Add one or two sentences to any of the templates above, and attach the supporting document. Be brief and factual. Do not apologise or over-explain.

- **A large recent deposit:** *The credit of AED [Amount] to my account on [Date] is my annual bonus from [Company Name], as confirmed in the enclosed letter.*
- **A previous refusal:** *I applied for a [Country] visa in [Month Year] and was refused on the grounds of [reason given]. Since then [what has changed]. I have enclosed the refusal notice.*
- **A short time in your job:** *I joined [Company] in [Month], having previously worked at [Previous Employer] in the UAE since [Year]. Both employment letters are enclosed.*
- **A gap between hotel bookings:** *On the night of [Date] I will be travelling overnight by train from [City] to [City]. The reservation is enclosed.*
- **Someone else paying:** *My husband, [Name], is funding this trip. His sponsorship letter, employment letter and bank statements are enclosed, together with our marriage certificate.*

Before you submit

Read the letter aloud once. It catches more than reading it silently does.

- One page, typed, signed and dated
- Addressed to the correct consulate, spelled correctly
- Your name and passport number match your passport exactly
- Main destination stated, with the reason for applying to this consulate
- Travel dates match your flight booking, hotels and insurance
- Return-to-work date stated
- Who is paying is stated clearly
- Your ties to the UAE are named, not just promised
- Anything unusual in the file is explained
- The enclosures list matches what is actually in the folder
- No [brackets] left anywhere in the letter
- Rewritten in your own words, not submitted as downloaded

Questions or corrections

These templates are maintained by Asad Waleed M and rechecked quarterly. If a consulate rejects a letter based on one of them, please tell us what was wrong — it gets fixed and logged.

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