

How to Write a Cover Letter for Schengen Visa (2026 Template)

What an officer checks in this document — and what gets it refused.

What this document must contain

One A4 page, 400–600 words, single-sided. Use Times New Roman or Calibri 11–12pt. No fancy fonts. Professional but not stiff. Write in first person. Address it to 'The Visa Officer, [Country] Embassy, New Delhi'.

Do

- Write in your own words — don't copy online templates verbatim
- Mention specific cities, dates, hotels, and flight numbers
- State clearly how long you'll stay AND when you'll return
- Reference attached documents (bank statement, ITR, leave letter)
- Keep tone professional and respectful
- Sign at the bottom (physical signature, not digital)

Do not

- Don't use generic templates without customization
- Don't exceed one page — keep it tight
- Don't lie or exaggerate — embassies verify claims
- Don't use emotional pleas ('please give me visa, it's my dream')
- Don't include irrelevant personal details
- Don't forget to update dates if you reschedule

Mistakes that get this document refused

- Copy-pasting cover letters from online templates (embassies recognize them)
- Mismatched dates between cover letter, flight, and hotel bookings
- Not mentioning the main country where you'll spend the most days
- Poor English / grammatical errors (get it proofread)
- Not signing the letter

The finished document

A sample of this cover letter is on the guide page, free to read:

<https://www.sureshotvisa.com/documents/cover-letter-schengen-visa>

The version filled in with your own details — and read by a licensed consultant before you submit it — is a paid service. Start it from the guide page above.