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

Aim for a concise letter in a readable font, usually around one page if your circumstances are straightforward. Use your own facts and the correct embassy or consulate address. The length and styling here are drafting suggestions, not a universal Schengen requirement; follow the destination's current checklist.

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 consultant at our licensed firm before you submit it — is a paid service. Start it from the guide page above.