

[Your Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Date]

Embassy of Switzerland
New Delhi

Subject: Covering letter with travel plan for visiting Switzerland

Dear Embassy of Switzerland:

My wife (full name) and I (full name) would like to visit our son/daughter (full name) who lives in Zurich, Switzerland. Please find below a summary of our travel plan for your reference.

Arrival date: 01.Jan.2018
Departure date: 21.Jan.2018
Stay duration: 20 days
Purpose: Family visit
Host in Switzerland: Full Name
Relationship to host: Father & Mother

Apart from the purpose of family visit, we would likely be visiting the mountains in Switzerland and few Swiss cities (Zermatt, Interlaken, Luzern etc.) during our stay.

I have enclosed all the necessary documents (application form, letter from the host, flight reservations and travel insurance for Schengen area etc.) as per the visa requirement with this application.

I request you to kindly issue a necessary travel VISA for our travel purposes.

Sincerely,

[Your Name]