June 5th 2025

The Comptroller General of Immigration

NIS HQ

Abuja

Dear Sir/Madam

APPLICATION LETTER

**Name & Surname**:

**Nationality:**

**DOB:** September

**Passport Number:**

**Passport Expiration Date:**

**Physical Address:**

I, Mr, a xxxx Citizen, would like to kindly request a visa to attend project training exercises hosted by Museum of West African Art in Benin (1 Sapele Road, Benin City) from XXXXX

My proposed port of entry is Lagos – please see the attached flight Itinerary/airline return ticket. I will be based in the above address in Benin.

Thank you in advance for assisting me in obtaining my Nigerian visa.

Yours faithfully,

sign-------------------------