Sample of a Formal Email

Name Surname

Street number

City, State, code

Country

Date of birth: MM/DD/YYY

E-mail:

Phone No.

Date: MM/DD/YYYY

Embassy Name

Embassy Address

Country

Subject: Appeal against denial of Schengen visa application

Visa application (case) number:  \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visa application submission: \_\_\_\_\_\_\_\_\_\_

Date of visa denial: \_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam:

With this letter I would hereby like to appeal against the decision made regarding my Schengen visa application.

Denial letter sent by Consular Department of your Embassy states that lack of sufficient funds deposited on my bank account are the main reason for denial of my visa application. However, I have to make an appeal against this rational, since the Bank has withdrawn funds from my account by technical mistake, after I have submitted my Schengen visa application. I would also like to notify you that the situation has been corrected, as my Bank account is being again credited with sufficient funds in accordance with your visa policies. As I prove I am providing recent Bank statement and letter issued by the Bank. Having in mind above stated I would like to ask you to reconsider my application and to void your visa denial.

In case you have any questions, please, do not hesitate to contact me at the above-provided email address or by phone on weekdays between 8 am and 6 pm. I am looking forward to hearing from you.

Sincerely,

Name and Surname of the applicant

Enclosures: as stated in the text

Sample 2

Maya Pataki

Right Street, 14

Budapest, Hungary

Tel. XXXXXXXXX

e-mail: XXXXXXXXX

|  |  |
| --- | --- |
| Brigit Knox  HR Manager  Danube United  Round Street, 90  Budapest, Hungary | Maya Pataki  Right Street, 14  Budapest, Hungary  Tel. XXXXXXXXX  e-mail: XXXXXXXXX |

25/06/2013

Dear Ms. Knox.

Thank you very much for the job interview that we had yesterday, for the Account Manager job placement. I really enjoyed our conversation, and I believe will mean a lot for my future work at Danube United. Also, your presentation had given me broad view of the tasks and obligations for this position, which perfectly matches my interests. According to my qualifications and skills, I am eager to start working for you as soon as possible.

I would also like to mention that I posses strong administrative skills intending to use at your Company. I believe that I can improve the process of attracting new buyers with several administrative and computer programming methods that I will bring to your company environment. My team work skills will enable me to pass that knowledge to the younger colleagues and I am certain that it will contribute a lot to the company’s culture and vision.

Again, thank you very much for your time and consideration; I am looking forward from hearing from you soon.

King Regards,

Maya Pataki,

[Signature]