Date: **<DATE>**

IIT Kharagpur

To,

The Visa Officer,

**<COUNTRY>** Consulate,

Kolkata, India.

**Subject: Application for VISA for the duration of <START DATE> to <END DATE>.**

Sir,

I, **<STUDENT NAME>**, am a research scholar ( PhD, Roll No: **<STUDENT ID>**) in the Department of Computer Science & Engineering, Indian Institute of Technology Kharagpur, India. My Indian Passport Number is **<PASSPORT NUMBER>**. I would also like to mention that a paper related to my research has been accepted in the **<FULL NAME OF THE CONFERENCE (ABBREVIATION YEAR)>**. I intend to attend the conference to present my research too. The conference will be held in the **<CONFERENCE VENUE ALONG WITH DATES>.** Details about the conference can be found in its website: **<URL OF THE CONFERENCE WEBSITE>**.

I would like to apply for VISA to cover my intention to travel to **<COUNTRY>** during the period of **<START DATE to END DATE>** for the above mentioned purposes. I believe that you will find every documents in order, and these will remain at your disposal for any further information you may need. Thanking you in advance for a favorable reply to my application.

Yours Sincerely,

**<STUDENT NAME>**

Research Scholar,

Dept. of CSE, IIT Kharagpur

Mobile: +91-**<CONTACT NUMBER>**

E-mail: **<EMAIL ADDRESS>**