



COVER LETTER SAMPLE FOR CANADA VISA

To

The Visa Officer
Canada High Commission
New Delhi

Subject: Cover Letter for Canada Tourist Visa Application

Dear Sir/Madam,

I am Swarupa Kumari (Passport No XXXXX) and I am writing this letter to support my visa application for Canada Tourist Visa. I plan to visit the country from DD.MM.YYYY to DD.MM.YYYY. My purpose of the visit is for personal pleasure and the nature of the visit is hence personal.

Travel Plan for 1 week

I plan to stay in Canada for a period of 1 week. This includes the day that I arrive at "Name of airport" till the day I board my flight to Chennai. Besides visiting my friends in Toronto, I have prepared a clear cut travel itinerary for myself to explore the natural and popular tourist attractions boasted by Canada.

- Day 1 (date) – Arrival at "Name of airport", flight number, "time of arrival". I plan to head directly to hotel "name of hotel"
- Day 2 (date) – I will meet my friend, Akansha at "name of place" and explore the beautiful landscapes and natural beauty
- Day 3 (date) – Travel to "name of place". Check in at "name of hotel"
- Day 4 (date) – Sightseeing at "name of place"
- Day 5 (date) – Attend the "name of festival, event, carnival"
- Day 6 (date) – Shopping for family at "name of place"
- Day 7 (date) – Meet Akansha at "name of place" and board the flight (flight number) to Chennai scheduled at "time of departure"



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Personal Information

I was born on DD.MM.YYYY in Chennai, India. I hold an Indian passport (passport number) and I am a proud citizen of India. I was raised by “name of father, who is a retired university professor and my mother, “name of mother” who is a homemaker. I am the single daughter in my loving and supporting family who relies highly on me for their sustenance.

With their blessings and inspiration, I earned my Bachelor’s degree in Computer Science Engineering from Madras Christian College. My serious academic track record from schooling impressed various hiring managers, helping me land 3 placement offers by the time I graduated. I chose to work with Infosys as a Software Engineer for the first three years of my career. At present, I am working with a start-up called Finfuse where I am managing a team of 5 software engineers. I draw a handsome salary of Rs XXXXX per annum.

Details of close friends in Canada

I do not have any relatives or distant family members living in Canada. However, I aim to visit my former classmate from college, Akansha Nair, during my visit to Canada. We have been in close contact since the first day of college and I am excited to meet her after 2 long years of living in the country. She is currently staying at “address” and is working with “name of company” as a Senior Software Engineer. She can be reached at (phone number) for any further clarifications.

Details of Previous Travel

I have previously travelled to Germany and France in YYYY to meet the Infosys team stationed there. The nature of the visit was strictly to attend meetings and set up the infrastructure to get started with our project.

Incentive to return home

I am not planning to extend my stay beyond the above mentioned timeline of 1 week. This is because I have various commitments to attend to back in India. I have been granted leave only for a week this winter and I plan to join back by DD.MM.YYYY. Apart from that, I have arranged for a helper to ease my parents of the household chores for one week. However, it is only a temporary solution and I am needed back at home. Besides giving all the love and support they can get in their old age, I am responsible for taking them to their doctors’ appointments that are scheduled on DD.MM.YYYY and DD.MM.YYYY respectively.



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Apart from that, I am well adjusted and love the culture I have been brought up with. I only want to visit Canada for sightseeing and thus, I have booked the flight on DD.MM.YYYY to return back to my permanent home.

Explanation of Financial Sufficiency

I am humbled to say that I am sponsoring my tour in Canada. My 5+ year long career and my calculated spending pattern helped me save enough to fund this 1 week long trip. I am hereby attaching my bank statements, salary slips as well as offer letters to corroborate the same.

I hereby promise that I have no intentions in prolonging my stay more than a week in Canada. I am well aware and cognizant of the immigration regulations set for international tourists and I intend to abide by them.

I hope that I have been able to furnish all the details pertaining to my tourist visa application. I am looking forward to hearing a positive response and being able to visit Canada.

Yours Sincerely,

Swarupa Kumari