

Jakarta,

EMBASSY OF THE FEDERAL REPUBLIC OF GERMANY

Jakarta

Subject:, IDN Passport No....., Schengen Visa

Dear Sir/Madam,

I would like to apply for a Schengen Visa upon my intention to travel to Schengen countries including Germany from The main purpose of my travel is to attend the training and employee gathering in Dusseldorf on However, I look forward to visiting the magnificent sights throughout Germany, as well as experience the famous German food and learn the German culture and its history. During my trip, me and my husband wish to visit Germany as well.

Please, find the following documents to support my visa application:

1. Visa application form, duly dated and signed with attached passport-size pictures
2. Passport, showing my travel experience
3. Travel Insurance, the coverage is €30,000
4. Sponsorship letter from our principal in Germany
5. E-ticket reservation for my flight via Emirates Airlines for Jakarta – Zurich & Dusseldorf – Jakarta
6. Hotel booking confirmation (Holiday Inn - the niu Tab Dusseldorf Main Station, an IHG Hotel and Moxy Duesseldorf City)
7. Employment Letter as I am expected to return to work
8. Letter of Appointment from our principal for our company in Indonesia as mentioned that our company is their appointed agent in Indonesia
9. Saving account statements for the past 3 months and Bank reference letter
10. Family Card, Birth Certificate, Indonesia Resident Identity Card
11. Itinerary

An approximated schedule of my stay is as follow:

1. 4 December - Departure from Jakarta with Emirates EK087, Transit in Dubai. Arrive in Zurich. Flight to Dusseldorf.
2. 5 December – Rest day.
3. 6 -10 December – City tour Dusseldorf.
4. 11-14 December – Training and employee gathering Project Materials GmbH.
5. 15 December – Back to Jakarta by Emirates EK056. Transit in Dubai.
6. 16 December – Arrival in Jakarta.

I trust that you will find everything is in order. For any questions or clarifications, please do not hesitate to contact me anytime (by Phone or by email

Thanking you in advance for a favorable reply to my application.

Sincerely,

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