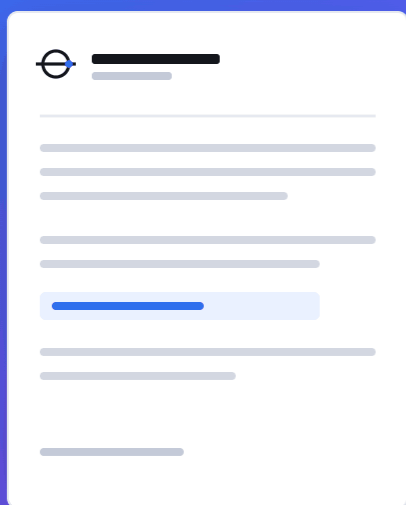


SCHENGEN VISAS • FREE GUIDE + FILL-IN TEMPLATE

The Schengen cover letter template

The one-page letter that helps a visa officer assess your trip quickly and without doubt, written the way consulates actually read it, not the way the internet tells you to.



PURPOSE

Why this trip, these dates

FUNDS

Who is paying, and proof

ACCOMMODATION

Where you stay, each night

RETURN TIES

What brings you home

01

A fill-in-the-blanks structure

02

A full worked example

03

The phrases that get files refused

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Your cover letter is a map, not a plea

Most people obsess over their bank balance and flight bookings, then attach a heartfelt letter that quietly works against them. Here is the shift that changes everything.

■ A good cover letter **is**

- A map of your file: it tells the officer what the trip is and where to find each document.
- A plain explanation of your purpose and the conditions of your stay.
- A calm note on anything unusual that could otherwise be misread.

■ A cover letter **is not**

- A persuasion piece or a character reference.
- A sales pitch for the destination.
- A place to promise how you will behave in the future.

■ Why this matters if you are worried about refusal

Under the EU Visa Code, an officer must refuse when there is **reasonable doubt** about your purpose, your funds, or whether you will leave before the visa expires. Doubt is the enemy, not you. A pleading letter ("I assure you I will return") **adds** doubt, because an assurance is not evidence. A document-led letter **removes** doubt, because every claim points to something the officer can check.

The one idea behind everything

Show, do not assert. Your purpose, funds, ties and return are shown through facts and documents, never claimed as feelings. Let the officer reach the obvious conclusion themselves.

The rule that sinks strong files

Match everything. Every name, date, place and amount in your letter must agree with your form and your documents. A single contradiction can refuse an otherwise strong application.

What a visa officer is actually checking

The EU Visa Code asks for supporting documents in four areas. A good letter walks the officer through all four, in plain English. Build your letter so each one is answered and evidenced.

1 Purpose of the trip

Why you are going and what you will do: tourism, a family visit, a business meeting. Shown by your itinerary, bookings, invitation or event registration.

2 Accommodation

Where you sleep every night of the trip, with no gaps. Shown by hotel bookings or a host's invitation giving their address.

3 Means of subsistence (for the stay and the return)

That you can pay for the trip and get home. Shown by your bank statements, salary, pension, business income, or a sponsor with their own evidence.

4 Intention to leave before the visa expires

The single most weighted point. It is judged mainly on the stability of your situation: your job, your finances and your family ties. Shown by concrete ties that remain at home and a booked return, never by a promise.

■ Two more things worth knowing

Travel medical insurance for a Schengen short stay must cover a minimum of **EUR 30,000**. Name it in your document list.

Apply to the right consulate. Lodge your application with the country that is your **main destination** (where you spend the most nights, or your main purpose). Your itinerary in the letter must support that choice. Reference amounts and exact requirements vary by country, so always confirm the current figures on that country's official visa portal.

The template

Copy this into your own document and replace every [blue placeholder] with a real fact from your file. Keep it to one page. Delete any section that does not apply to you.

Consular Section, Embassy of [main destination country], London
[date you sign, e.g. 3 April 2026]

Dear Sir or Madam,

I am applying for a short-stay Schengen visa to visit [country] as a [tourist / to visit family / for business] from [start date] to [end date].

One line. Visa type, country, purpose, dates. No warm-up sentence before it.

My name is [full name exactly as in passport], a [nationality] national living in the UK on a [visa/status, valid until date] (copy enclosed). I am travelling [alone / with named companions].

Who is travelling and your UK residence status, if relevant.

I will spend [nights and cities, e.g. four nights in Barcelona and four in Madrid]. My return flights and accommodation for every night are enclosed [, together with a short day-by-day plan]. My main destination is [country], where I spend the most nights, which is why I am applying to this consulate.

The shape of the trip. Cover every night. Name your main destination.

I am funding the trip myself. My [salary / pension / income] is [amount and currency, e.g. GBP 2,800] and my current balance is [amount] ([number] months of statements enclosed).

How it is paid for, and the balance available. If sponsored, name the sponsor and enclose their evidence.

I work as a [role] at [employer] and have done so for [length of service]. My leave for these dates is approved (employer letter enclosed) and I return to work on [date]. [My home and my family remain in the UK.]

Your ties and your booked return, as facts. This answers "intention to leave" without ever claiming it.

[If anything in the file is unusual, one calm sentence here: what it is, the true documented reason, and the enclosed proof. Then stop.]

Optional. Use only for a real, visible fact (a large deposit, a job change, a past refusal). Otherwise delete this line.

Enclosed: 1. [Passport and UK visa] . 2. [Return flights] . 3. [Accommodation for all nights] . 4. [Employer letter and approved leave] . 5. [Bank statements] . 6. [Travel medical insurance, min. EUR 30,000] .

A short numbered list, in a sensible order. This is what makes your letter a map.

Please contact me if you need anything further.

Yours faithfully,
[full name]

A worked example

The same structure, filled in for a real trip. Notice that it is short, every paragraph points to a document, and it never once promises anything. Under 300 words.

Consular Section, Embassy of Spain, London
3 April 2026

Dear Sir or Madam,

I am applying for a short-stay Schengen visa to visit Spain as a tourist from 4 to 12 May 2026.

My name is Priya Nair, an Indian national living in the UK on a Skilled Worker visa valid until March 2028 (copy enclosed). I am travelling alone.

I will spend four nights in Barcelona and four nights in Madrid. My return flights (4 May out, 12 May back) and hotel bookings for all eight nights are enclosed, together with a short day-by-day plan. Spain is my only destination on this trip.

I am funding the trip myself. My salary of GBP 2,800 is paid monthly and my current balance is GBP 6,400 (six months of statements enclosed).

I work full time as a nurse at St. Mary's Care Group and have done so for four years. My annual leave for these dates is approved (employer letter enclosed), and I return to work on 13 May. My home and my partner are in the UK.

Enclosed: 1. Passport and UK visa. 2. Return flights. 3. Hotel bookings (all nights). 4. Day-by-day plan. 5. Employer letter and leave approval. 6. Bank statements. 7. Travel medical insurance.

Please contact me if you need anything further.

Yours faithfully,
Priya Nair

■ Why this works

Every paragraph names a checkable fact or an enclosed document. The return is shown by a booked flight, approved leave and a partner at home, not by the words "I will return." An officer can verify the whole trip in under two minutes, which is exactly the point.

The do's, the don'ts, and the phrases to delete

■ Do

- State your purpose in one plain sentence.
- Point to a real document in every paragraph.
- Write dates in full: "3 May 2026", not 03/05/26.
- Use currency codes: GBP, EUR.
- Explain any weak fact calmly, once, with its proof.
- Keep it to one page, 250 to 450 words.

■ Don't

- Beg, flatter or address an "esteemed" consulate.
- Promise you will return or "not overstay."
- Sell the destination or describe your feelings.
- Invent ties, funds or reasons not in your file.
- Contradict your form on any date, name or amount.
- Pad it with a long, document-free conclusion.

■ The two-minute test

Read your finished letter as a busy officer with fifty files to clear. If any line asks them to **feel** something, **admire** something, or **trust a promise**, cut it. If a sentence could appear word-for-word in a letter for a completely different person and trip, it is filler, so cut that too. What remains should be facts and documents. That is a strong letter.

Delete these on sight

These lines feel polite or reassuring, which is exactly why they hurt. Each one either adds doubt or reads as a template an officer has seen a thousand times. Cut them, and state the fact instead.

CUT THIS	WHY IT HURTS	WRITE THIS INSTEAD
"I assure you I will return"	An assurance is not evidence; it flags a claim you cannot prove.	"I return to work on 13 May; my return flight and employer letter are enclosed."
"I have no intention of overstaying"	Raises the exact suspicion it tries to remove.	"My two children remain in the UK and I return on 12 May."
"I guarantee / I promise"	Nobody can guarantee future conduct, and the officer knows it.	"My job continues after the trip; the employer letter is enclosed."
"To the esteemed consulate..."	Flattery; the most common template opener and widely disliked.	"Consular Section, Embassy of Spain, London."
"It has always been my dream"	Suggests the trip is life-changing, which reads as reason to stay.	"I am taking a nine-day holiday in Spain."
"explore the rich culture"	Tourism cliché that says nothing an officer can check.	"I will spend four nights in Barcelona and four in Madrid."
"I kindly / humbly request"	Begging register; officers decide on evidence, not humility.	"I am applying for a short-stay visa for the dates below."
"I am a law-abiding citizen"	Nobody credits a self-declaration of good character.	Delete it. Let your clean travel history speak.

Your final check

Run down this list once your letter and documents are ready. If any line is unticked, fix it before you book your appointment.

- | | |
|---|---|
| ☐ My purpose is stated in the first sentence, with the visa type, country and dates. | ☐ Every night of the trip has accommodation, with no gaps. |
| ☐ My main destination is named and my nights support it. | ☐ Every name, date, place and amount matches my application form. |
| ☐ Every paragraph points to an enclosed document or a checkable fact. | ☐ My return is shown by a booked flight and real ties, not a promise. |
| ☐ Dates are written in full and money uses currency codes. | ☐ Travel medical insurance covers at least EUR 30,000. |
| ☐ The letter is one page and free of flattery, promises and clichés. | ☐ I confirmed the current requirements on the country's official portal. |

Want a second pair of eyes on the whole application?

The letter is one piece. Your bookings, funds, insurance and ties all have to line up, and a single mismatch is what refusals are made of. Axis Visa can check your case and prepare a document-led letter tailored to your file. Start with a free visa check, it takes under five minutes.

Start your free visa check → axisvisahq.com

This template and guide are provided free by Axis Visa Ltd for short-stay (Type C) Schengen applications. It is general information, not regulated immigration advice, and it does not guarantee that any visa will be granted. Visa decisions rest solely with the relevant consular authority. Requirements, reference amounts and forms differ by country and change over time, so always confirm the current rules on the official visa portal of your destination country before you apply. Axis Visa Ltd is registered with the UK Information Commissioner's Office (ICO).