

[Date]

[Applicant Full Name]

[Applicant Address]

[Passport Number]

Subject: Notification of Visa Application Refusal

Dear [Applicant Name],

Thank you for submitting your visa application through [Agency Name]. We regret to inform you that your application for a [Visa Type] visa has been refused by the [Embassy/Consulate] of [Country Name].

The decision to reject the application was based on the following policy grounds:

- [Reason 1: e.g., Insufficient proof of financial means]
- [Reason 2: e.g., Lack of strong ties to home country]
- [Reason 3: e.g., Incomplete or inconsistent documentation]

Please note that as a processing agency, we facilitate the submission of documents, but the final authority to grant or deny a visa rests solely with the government officials of the destination country.

If you wish to appeal this decision or re-apply, please review the attached official refusal letter provided by the Embassy, which outlines the specific legal articles and the timeline for any possible administrative review.

If you have further questions regarding the return of your original documents, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Agency Name]