Visa Officer  
Consulate General of <Country>  
Dubai,  
UAE.

Dear Sir / Madam,

I <Applicant name>, holding <country> passport <number> issued in <country> on <date of issue> wish to travel to Ireland. I am currently employed with <Company name in Dubai> as <Title> from DD/MM/YYYY.

The purpose of my visit is <Tourism or business or family> and the length of my stay will be from DD/MM/YYYY to DD/MM/YYYY for <number> days.

I undertake full observe the conditions of my visa and to leave Ireland on expiry of visa

Should you have any further questions, please don’t hesitate to contact my direct number

Regards

Applicant name