

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

U.S. Embassy [Location]
[Embassy Address]
[City, State, Zip Code]

Subject: Visa Application - [Your Full Name]

Dear Consular Officer,

I am writing to formally apply for a [type of visa, e.g., tourist, student, work] visa to the United States. My intended travel dates are from [start date] to [end date], and the purpose of my visit is [brief description of purpose, e.g., tourism, study, business meeting].

I have attached all required documents, including:

- Completed visa application form (DS-160)
- Valid passport
- Visa application fee receipt
- [Any additional required documents, e.g., invitation letter, proof of financial means, etc.]

I respectfully request your consideration of my application and look forward to the opportunity to visit the United States. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]