

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

U.S. Embassy/Consulate

[City, Country]

Subject: B1/B2 Visa Application

Dear Consular Officer,

I am writing to support my application for a B1/B2 visa to visit the United States for [briefly explain purpose, e.g., business meetings, tourism, visiting family, etc.] from [start date] to [end date].

I am currently employed at [Your Company/Organization Name] as a [Your Job Title], and I have been in this position since [date]. My visit to the U.S. is important because [explain why your trip is significant, e.g., attending a conference, family event, etc.].

During my stay, I plan to [list your itinerary or key activities planned, e.g., meet with clients, visit tourist attractions]. I assure you that I have sufficient funds for my trip, and I intend to return to [Your Home Country] at the end of my visit.

Please find attached the required documents, including my travel itinerary, proof of employment, and financial statements.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Job Title]