

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

[Recipient's Name]  
[Recipient's Title]  
[Department or Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Diversity Visa Application

I am writing to submit my application for the Diversity Visa Lottery for the year [Year]. I believe that my participation in this program aligns with the goals of promoting diversity and fostering cultural exchange in the United States.

I have included all necessary documents and information required for my application, including [list any specific documents submitted, e.g., passport copy, photographs, etc.]. I respectfully ask that you consider my application favorably.

Thank you for your time and consideration. I look forward to the opportunity to contribute to the diverse fabric of American society.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]