

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

U.S. Citizenship and Immigration Services

[USCIS Office Address]

Subject: HN Visa Application

Dear Sir/Madam,

I am writing to formally apply for an HN visa to [insert reason for applying, e.g., work, study] in the United States. I am currently [insert brief personal background, e.g., a resident of XYZ country], and I seek to [mention the purpose of your visit, e.g., join a specific company, attend school, etc.].

I have [insert qualifications or special skills] and I believe that my experience will allow me to contribute effectively during my stay in the U.S. I have enclosed my supporting documents, including [list key documents, e.g., job offer letter, proof of education, financial statements].

I respectfully request your consideration of my application and look forward to the opportunity to [briefly state your goal, e.g., grow professionally, expand my education, etc.]. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]