

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Local Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for HX Visa

I am writing to formally apply for an HX visa to [Country Name]. I am [briefly introduce yourself - include your nationality, occupation, and purpose of travel].

The purpose of my visit is [explain your reason for applying for the HX visa, e.g., to work, study, or participate in cultural exchange]. I have enclosed all required documents, including [list documents: passport, application form, proof of financial support, etc.].

I kindly request your assistance in processing my visa application. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

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**\*\*Attachments:\*\***

1. Copy of Passport
2. Visa Application Form
3. Proof of Financial Support
4. [Other necessary documents]