

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]  
Subject: Application for HX Visa

Dear Sir/Madam,

I am writing to formally apply for an HX visa to [Country] for the purpose of [state the purpose, e.g., work, study, etc.]. I am [briefly introduce yourself, e.g., your profession, educational background, etc.]. I have attached the required documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would greatly appreciate your assistance in processing my application. If you require any further information or clarification, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]