

[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 [Consulate/Embassy Official's Name],

I am writing to apply for an HX Visa to [specify the purpose, e.g., study, work, etc.] in [Country]. My intent is to [briefly explain your reason for applying, such as the specific program or job opportunity]. I have attached the required documents including my [list key documents like passport, application form, proof of funds, invitation letter, etc.]. I am ready to provide any additional information needed to support my application.

I appreciate your consideration and look forward to your positive response.

Thank you for your attention to my application.

Sincerely,

[Your Name]

[Signature (if submitting a hard copy)]