

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institution's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a [specific type of visa, e.g., H-1B] visa. I have received an offer for [Job Title] at [Company Name], and I am eager to contribute my skills in [Your Field/Expertise] to the team. Enclosed, please find my application form, supporting documents, and any requested information. I am committed to complying with all requirements and regulations throughout this process.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]