

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Company Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Intent to Apply for IJ Visa

I am writing to express my intent to apply for an IJ Visa to [purpose of visit or stay, e.g., pursue further studies, research, etc.] in [Country/Location] starting from [start date].

I am currently [briefly describe your background, e.g., your current academic or professional status] and believe that this visa opportunity will significantly contribute to my professional development and experience.

My main goals during my stay will include [list specific goals or objectives]. I am fully committed to complying with all visa requirements and will ensure that all necessary documentation is provided.

Thank you for considering my intent. I look forward to your guidance on the next steps in the application process.

Sincerely,
[Your Name]