

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

Dear [Recipient's Name],

I am writing to formally request a [specific J-1 visa category, e.g., Exchange Visitor, Research Scholar, etc.] in support of my application for a J-1 visa. My intent is to participate in [briefly describe the program or purpose], which will take place at [institution/organization's name] from [start date] to [end date].

I have been accepted into the program and am eager to gain invaluable knowledge and exchange cultural perspectives while in the United States. My educational background includes [briefly describe your educational qualifications] and relevant experiences such as [state any pertinent experience related to the program].

The primary purpose of my visit will be to [explain the goals and objectives of your program], contributing to both my personal development and the community at [institution/organization's name]. I am particularly excited about [mention specific aspects of the program or institution that interest you].

I have enclosed the following documents to support my application:

1. Copy of my acceptance letter from [institution/organization]
2. Completed DS-2019 form
3. Detailed program description
4. Proof of financial support
5. [Any additional relevant documents]

Please let me know if any further information is required. I appreciate your assistance with my J-1 visa application process and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]