

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

[Consulate or Embassy Name]
[Consulate or Embassy Address]
[City, State, Zip Code]

Dear [Consul General/Consular Officer's Name],

Subject: Application for J-1 Visa

I am writing to formally apply for a J-1 visa to participate in the [specific program, e.g., "Internship Program" or "Teaching Program"] at [Host Organization/Institution Name] in [City, State]. This opportunity will allow me to [briefly explain the purpose of your visit, e.g., "gain practical experience in my field of study" or "share my knowledge and skills as a teacher"].

I have been accepted into the program set to commence on [start date] and conclude on [end date]. The program is designed to [briefly describe the structure and objectives of the program].

I have attached the required documentation, including:

1. Form DS-2019 issued by [Sponsor's Name]
2. Proof of English proficiency
3. Financial support documentation
4. [Any additional relevant documents, e.g., resume, school transcripts]

I assure you of my commitment to adhere to the regulations of the J-1 visa program and return to my home country at the conclusion of my stay.

Thank you for considering my application. I look forward to the possibility of contributing positively to [Host Organization/Institution Name] and further enhancing my skills and experiences.

Sincerely,

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