

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

Dear [Recipient's Name],

I am writing to request your assistance with my application for a J-1 Exchange Visitor visa. I am planning to participate in [briefly describe the program, e.g., an internship, research, teaching opportunity] scheduled to begin on [start date] at [Institution/Organization].

I understand that the application process can be intricate, and I would greatly appreciate your guidance and support in navigating the necessary steps involved. Your expertise in this area is invaluable, and I believe it would greatly enhance my chances of a successful application.

Please let me know if we could arrange a meeting or phone call at your earliest convenience to discuss this further. Thank you very much for considering my request.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Institution/Organization, if applicable]