

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apply for the J-1 visa under the [specific program name, e.g., "Intern Program"] for the duration of [specify time frame, e.g., "12 months"], starting from [start date] to [end date].

I am currently [your occupation or academic status] at [your institution or company], and I believe that participating in this program will provide me with invaluable experience in [specific field or area].

The host organization, [Host Organization Name], located in [Host Organization Location], has agreed to provide me with an opportunity to [describe the nature of the experience, e.g., "participate in hands-on training and contribute to ongoing projects"].

This experience aligns perfectly with my career goals and aspirations, as I aim to [briefly describe your career goals].

Enclosed with this letter are the following documents for your review:

1. Completed DS-2019 Form
2. Proof of financial support
3. Copy of my passport
4. [Any additional supporting documents]

I appreciate your consideration of my application for the J-1 visa, and I am looking forward to the opportunity to broaden my skills and knowledge through this program.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]