

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

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

Dear [Consular Officer's Name/ "To Whom It May Concern"],

I am writing to express my intent to apply for a J-1 Visa under the
[specific program name, e.g., "Internship Program"] to participate in
[briefly describe the program, including location and duration].

I am currently [your current status, e.g., "a student at XYZ University,
majoring in ABC"]. I believe that participating in this program will
provide me with essential skills and experiences that align with my
career goals in [your field/industry].

Attached to this letter, you will find my completed application form,
proof of program acceptance, financial documentation, and any other
required supporting documents.

Thank you for considering my application. I look forward to the
opportunity to contribute to and learn from this valuable experience.
Sincerely,

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