

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: JW Visa Application
Dear Sir/Madam,

I am writing to formally apply for a JW visa to participate in the [specific program or opportunity] from [start date] to [end date]. I am currently [your current position, e.g., a student, a worker in a specific field] and seek this opportunity to [briefly explain the purpose and significance of the program].

[Provide more details about your background, qualifications, and what you aim to achieve through this visa.]

Attached to this letter, you will find all required documents, including [list of documents, e.g., application form, proof of employment, financial statements, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

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