

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

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

Subject: JW Visa Application

Dear [Consulate/Embassy Officer's Name],

I am writing to formally apply for a JW visa to participate in the [specific program or event name], which is scheduled to take place from [start date] to [end date].

I have been invited by [Organization/Company Name], located in [Organization's Address], to [briefly explain your purpose and what you will be doing, e.g., participate in an internship, training, cultural exchange].

Attached to this letter, you will find the following documents in support of my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of passport
4. Invitation letter from [Organization/Company Name]
5. Proof of financial support
6. [Any additional documents required]

I am eager to gain valuable experience and contribute positively during my stay. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]