

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

Dear [Recipient's Name],

Subject: Letter of Intent for J-1 Visa Application

I am writing to express my intent to participate in the J-1 Exchange Visitor Program, specifically in the [specific program or field, e.g., research, internship, etc.].

I am currently [your current position, e.g., a graduate student at XYZ University], and I believe that this program will provide me with invaluable experience and enhance my knowledge in [specific area or field]. My participation in this program will not only benefit my professional growth but also allow me to contribute positively to [mention the host organization's goals or projects].

I am excited about the opportunity to work with [mention the host organization or supervisor], and I am confident that my skills in [mention relevant skills or experiences] will be an asset to your team. Thank you for considering my application. I look forward to the possibility of contributing to the [specific program or field] and gaining the benefits of this cultural exchange.

Sincerely,

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