

[Your Institution's Letterhead]

[Date]

[Applicant's Full Name]

[Applicant's Address]

[City, State, Zip Code]

[Country]

Dear [Applicant's Name],

Subject: JW Visa Sponsorship for [Program/Opportunity Title]

We are pleased to inform you that your application for [specific program, internship, or opportunity] at [Institution/Organization Name] has been accepted. As part of this program, we are sponsoring your participation through the J-1 Visa exchange program.

Below are the details relevant to your J-1 Visa application:

1. **\*\*Program Title\*\***: [Specific Program Name]
2. **\*\*Program Start Date\*\***: [Start Date]
3. **\*\*Program End Date\*\***: [End Date]
4. **\*\*Location of Program\*\***: [Address of Institution/Organization]
5. **\*\*Program Supervisor\*\***: [Name of Supervisor]
6. **\*\*Contact Information for Program Supervisor\*\***: [Email and Phone Number]

Please ensure that you take the necessary steps to apply for your J-1 Visa. Enclosed with this letter, you will find the required documents, including the DS-2019 form, which you will need for your visa application.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

We look forward to welcoming you to [Institution/Organization Name] and wish you a successful experience.

Sincerely,

[Your Name]

[Your Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosures: DS-2019 Form, etc.]