

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

U.S. Citizenship and Immigration Services

[USCIS Office Address]  
[City, State, Zip Code]

Subject: JW Visa Petition for [Beneficiary's Name]

Dear Sir/Madam,

I am writing to formally submit a petition for a JW visa on behalf of [Beneficiary's Name], who is currently residing in [Country]. We believe that this application meets all necessary requirements and demonstrates the eligibility of [Beneficiary's Name] for this visa category.

1. **\*\*Beneficiary's Information\*\***

- Full Name: [Beneficiary's Full Name]
- Date of Birth: [Beneficiary's Date of Birth]
- Country of Citizenship: [Beneficiary's Country]
- Current Address: [Beneficiary's Current Address]

2. **\*\*Petitioner's Information\*\***

- Full Name: [Your Full Name]
- Relationship to Beneficiary: [Your Relationship]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email: [Your Email Address]

3. **\*\*Purpose of the Petition\*\***

- Briefly explain the purpose for the JW visa request and the significance to your organization or mutual interest.

4. **\*\*Supporting Documentation\*\***

- Enclosed are the following documents to support this petition:
  - [List of documents, e.g., completed forms, proof of relationship, financial support documents, etc.]

We appreciate your consideration of this petition. Please do not hesitate to contact me should you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]