

[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 Official],

I am writing to formally apply for a JW visa to participate in [specific program or exchange] from [start date] to [end date].

I am currently [your occupation or status, e.g., a graduate student at XYZ University] and have been invited to [briefly describe the program or opportunity]. This experience will [express the significance of the opportunity].

Enclosed are the required documents for my application:

1. Completed visa application form
2. Passport photocopy
3. Invitation letter from [sponsor/organization]
4. Financial support documents
5. Any additional required documents

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]