

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of J-1 Visa Sponsorship

I am writing to confirm that I have been accepted as a participant in the [Program Name] under the J-1 Exchange Visitor Visa program. This letter serves as formal recognition of my role in the program, which will take place from [Start Date] to [End Date].

I will be engaged in the following activities during this period:

- [Activity 1]
- [Activity 2]
- [Activity 3]

I am being sponsored by [Sponsoring Organization/Company Name], and my program supervisor is [Supervisor's Name], who can be reached at [Supervisor's Email/Phone Number].

Please feel free to reach out if you require any further information or documentation regarding my participation in the program.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Job Title or Relevant Position] (if applicable)