

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Invitation Letter for J-1 Visa Application

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing this letter to invite [Visitor's Full Name], [Visitor's Address], to participate in a [specific program/event] as part of the J-1 visa cultural exchange program.

[Visitor's Full Name] is a [Visitor's Title/Position] at [Visitor's Institution/Organization], and we are excited to host [him/her/them] from [Start Date] to [End Date]. During this period, [he/she/they] will be involved in [brief description of the program/event and its purpose]. I assure you that [Visitor's Full Name] will return to [his/her/their] home country after the completion of the program. I will provide financial support and accommodations during the stay.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information. Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position/Title]
[Your Institution/Organization]