

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

[Recipient Name]
[Recipient's Title]
[Organization/University Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a J-1 visa sponsorship for [Purpose of Stay/Program] at [Organization/University Name]. I have been accepted into the [specific program/field of study] which is scheduled to begin on [Start Date] and conclude on [End Date].

The details of my program are as follows:

- Program Title: [Title of Program]
- Program Duration: [Duration]
- Host Organization: [Organization Name]
- Supervisor/Mentor: [Name and Title]
- Program Objectives: [Briefly outline objectives]

I understand the responsibilities and requirements that come with the J-1 visa, and I assure you of my intent to comply with all necessary regulations. Please find attached the required documents, including my acceptance letter, proof of funding, and my resume.

Thank you for considering my request. I look forward to your positive response so that I can proceed with the visa application process.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]