

\*\*[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 Full Name]  
Dear Sir/Madam,  
I am writing to submit my petition for a J-1 Visa for [Beneficiary's Full Name], who intends to participate in [specific program name] as part of [program sponsor's name].  
\*\*1. Background Information:\*\*  
- \*\*Beneficiary's Name:\*\* [First, Middle, Last Name]  
- \*\*Date of Birth:\*\* [MM/DD/YYYY]  
- \*\*Country of Origin:\*\* [Country]  
- \*\*Program Details:\*\* [Brief description of the program and its purpose]  
\*\*2. Statement of Purpose:\*\*  
Provide a brief overview of why the beneficiary is applying for the J-1 Visa, including specific goals, objectives, and how it aligns with cultural exchange.  
\*\*3. Qualifications:\*\*  
Outline the qualifications and experience of the beneficiary that make them an ideal candidate for the program. Include educational background, relevant work experience, and any special skills or achievements.  
\*\*4. Hosting Organization:\*\*  
- \*\*Organization Name:\*\* [Name of the institution or organization]  
- \*\*Address:\*\* [Complete address of the hosting organization]  
- \*\*Contact Person:\*\* [Name and Title]  
- \*\*Contact Details:\*\* [Email and Phone Number]  
Describe the role of the hosting organization in the program, including how they will support the beneficiary and enhance their experience in the U.S.  
\*\*5. Financial Support:\*\*  
Explain how the beneficiary will be financially supported throughout the duration of the program, including any sponsorship or funding details.  
\*\*6. Conclusion:\*\*  
Reiterate the value of the program and express your confidence in the beneficiary's potential contributions. Thank you for considering this petition.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Relationship to Beneficiary]  
[Your Organization (if applicable)]  
\*\*Attachments:\*\*  
- [List of any supporting documents included with the letter]