

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

U.S. Department of State
[Consulate/Embassy Address]
[City, Country]

Subject: JW Visa Renewal Application

Dear [Consulate/Embassy Officer's Name],

I am writing to formally request the renewal of my JW visa, which is set to expire on [expiration date]. My visa details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Current visa number: [Your Current Visa Number]
- Date of Issue: [Date of Issue]
- Date of Expiration: [Date of Expiration]

I have been involved in the [briefly explain your exchange program or the purpose of your JW visa]. My experience has been greatly enriching and I am eager to continue my participation.

Enclosed with this letter are the required supporting documents, including:

1. Completed JW visa renewal application form
2. Copy of my current passport
3. Recent photographs (if required)
4. [Any other relevant documents]

I appreciate your consideration of my application and look forward to your positive response. Please feel free to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]