

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Visa Office/Consulate Name]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for RJ Visa

I am writing to formally submit my application for the RJ visa. I wish to provide the required details and supporting documents as per the guidelines.

1. ****Personal Information**:**

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]

2. ****Reason for Visa Application**:**

I intend to [briefly explain the purpose of your stay, e.g. "participate in a research project in the field of XYZ" or "attend professional training related to ABC"].

3. ****Duration of Stay**:**

My intended duration of stay is [start date] to [end date].

4. ****Supporting Documents**:**

I have enclosed the following documents to support my application:

- Completed visa application form (attached)
- Copy of my passport (attached)
- Invitation letter from [Host Institution/Organization] (attached)
- Proof of financial means (bank statement, attached)
- [Any additional documents you are submitting]

5. ****Contact Information**:**

I can be reached at [Your Phone Number] or [Your Email Address] should you need any further information or clarification regarding my application.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]