

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the issuance of an RJ visa. [Briefly explain your purpose for the visa, e.g., "As a professional in the field of [Your Profession], I intend to [explain your intentions related to the visa, such as attending a conference, participating in a project, etc.]."]

[Include any relevant details about your background, qualifications, and why you are seeking this visa.]

I would appreciate your consideration of my application and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]