

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: RJ Visa Application

Dear Sir/Madam,

I am writing to formally apply for an RJ visa to [Country] for the purpose of [briefly describe purpose, e.g., attending a conference, study, employment, etc.].

I have attached the necessary documents required for the application, including:

- Completed visa application form
- Valid passport (copy)
- Recent passport-size photographs
- [Any additional documents relevant to your application]

I am committed to [brief statement related to your purpose of visit, e.g., enhancing my professional skills, completing my studies, etc.], and I am looking forward to contributing positively during my stay in [Country].

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

Sincerely,  
[Your Name]