

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for RJ Visa

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your assistance in obtaining an RJ Visa. I am [briefly explain your purpose for the visa, e.g., traveling for work, study, etc.], and my intended date of travel is [insert date].

I have attached all necessary documents, including [list any attached documents, such as passport copy, invitation letter, etc.]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]