

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

[Recipient Name]  
[Recipient Title]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for RJ Visa

I am writing to formally apply for an RJ visa. My intention for this visa is [briefly explain the purpose, e.g., work, study, etc.].

I have enclosed the necessary documents to support my application, which include:

1. [List the documents, e.g., passport copy, application form, etc.]
2. [Additional documents]
3. [Additional documents]

I kindly request your assistance in processing my application. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]