

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

[Recipient's Name]  
[Recipient's Position]  
[School/University Name]  
[School/University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Student Visa Endorsement Request

I hope this letter finds you well. I am writing to formally request your endorsement for my student visa application. I have been accepted into [Program Name] at [School/University Name], and I am eager to begin my education in [Field of Study].

As part of the visa application process, I must provide proof of my enrollment and support from the institution. I kindly ask that you provide a letter or any necessary documentation that confirms my acceptance and enrollment status, as well as your endorsement for my visa application.

Thank you for your assistance and support. I look forward to your positive response.

Sincerely,

[Your Name]  
[Student ID (if applicable)]