

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for a TK visa for [brief purpose of travel, e.g., business, tourism] to [destination] from [start date] to [end date].

I am currently employed at [Your Company/Organization] as a [Your Position] and will be attending [event/purpose]. Attached are copies of my itinerary, employment verification, and financial documentation.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]