

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

U.S. Department of State
[Consulate or Embassy Address]
[City, Country]
Subject: Application for TK Visa

Dear Consular Officer,

I am writing to formally apply for a TK visa to enter the United States. I am a [your nationality] citizen and I wish to travel to [destination in the U.S.] for [specific purpose, e.g., a job opportunity, cultural exchange, etc.].

I have received an offer from [employer/sponsor name] to [briefly describe the purpose of your visit, e.g., work in a specific role, participate in a program, etc.]. Enclosed with this letter are the following documents to support my application:

1. Completed DS-160 form
2. Valid passport
3. Invitation letter from [employer/sponsor]
4. Proof of financial means
5. [Any additional documents that may be relevant]

My planned dates of travel are from [start date] to [end date]. I assure you that I will comply with all U.S. laws and regulations during my stay. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]