

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]
Subject: Application for TK Visa

Dear [Consular Officer's Name],
I am writing to express my intent to apply for a TK visa, which will allow me to [briefly explain the purpose of your visit to the U.S.]. I am [your background, e.g., a citizen of [country], currently residing in [location], and I am [your profession or occupation]]. My purpose for travel is [explain purpose - e.g., to work, attend a conference, family visit, etc.], and I plan to stay in the U.S. from [start date] to [end date].
I have attached the necessary documents to support my application, including:
1. [Document Name 1]
2. [Document Name 2]
3. [Document Name 3]
I appreciate your consideration of my application and am looking forward to the opportunity to [specific goal or interaction]. Please feel free to contact me if you require any additional information.
Thank you for your time and assistance.
Sincerely,
[Your Name]