

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

[Recipient's Name]
[Title]

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

Dear [Recipient's Name],

Subject: Request for UJ Visa

I am writing to formally request a UJ visa to [destination country] for the purpose of [briefly explain purpose, e.g., studying, working, visiting family, etc.].

I have been accepted to [name of institution or employer] and will be participating in [program or job description]. This opportunity is crucial for my personal and professional growth, and I am eager to experience [mention any relevant cultural, educational, or work-related aspects].

Please find attached all the necessary documents to support my application, including [list key documents, e.g., acceptance letter, passport copies, financial statements, etc.].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]