

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Department]
[Consulate/Embassy Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to apply for a U.S. visa to [state the purpose of your visit, e.g., attend a conference, visit family, etc.]. My intended travel dates are [start date] to [end date].

[Paragraph detailing your background, your purpose of visit, and any important information that may support your application. Include details about your ties to your home country, financial resources, and plans during your stay in the U.S.]

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]