

[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 US Work Visa

Dear [Consulate/Embassy Official's Name],

I am writing to formally apply for a [specific type of visa, e.g., H-1B, L-1] work visa for the United States. I have received a job offer from [Company Name], located in [City, State], and I am excited about the opportunity to contribute my skills in [your field/industry].

Enclosed with this letter are the required documents that support my application, including:

- Completed visa application form (Form DS-160)
- Offer letter from [Company Name]
- [Additional documents, e.g., resume, educational certificates, etc.]

I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the opportunity to work in the United States.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title, if applicable]