

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

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

Dear [Consul/Visas Officer's Name],

Subject: Application for U.S. Visa

I am writing to formally apply for a [type of visa, e.g., B-1/B-2 tourist visa] to the United States for the purpose of [briefly state purpose, e.g., tourism, business, family visit].

I am a [your occupation or a brief description of your status, e.g., a student at XYZ University, a professional in ABC field], and I intend to travel to the United States from [start date] to [end date].

Enclosed with this letter are my application forms, supporting documents, and the required fee. I have also included evidence of my ties to [your home country] to demonstrate my intent to return after my visit.

Please do not hesitate to contact me if you require any further information or documentation to assist in the processing of my application. I appreciate your attention to my request and look forward to your favorable response.

Thank you very much.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]