

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

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

Dear Sir/Madam,

Subject: Visa Application for [Type of Visa]

I am writing to formally apply for a [Type of Visa] visa to the United States. My name is [Your Full Name], and I am a citizen of [Your Country].

The purpose of my visit is to [briefly explain the purpose, such as tourism, business, study, etc.]. I plan to arrive on [arrival date] and depart on [departure date].

Attached to this letter are the required documents, including my completed application form, passport copies, photographs, and any other supporting documents.

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

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Your Title/Position, if applicable]