

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

Dear Sir/Madam,

Subject: Application for [Type of Visa] Visa

I am writing to apply for a [Type of Visa] visa to [reason for traveling to the U.S.]. My travel dates are from [start date] to [end date], and I plan to [brief explanation of your plans in the U.S.].

I am currently [your occupation or status] and I am a resident of [your country]. I have attached the necessary documents to support my application, including:

1. Completed Visa Application Form (DS-160)
2. Valid passport
3. Visa application fee receipt
4. [Any other supporting documents]

I appreciate your consideration of my application and look forward to the opportunity to visit the United States.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]