

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

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

Subject: VJ Visa Application - [Your Name/Case Number]

Dear [Consul/Embassy Officer's Name],

I am writing to formally submit my application for a VJ visa. I am excited about the opportunity to [briefly explain purpose of visa application].

Enclosed, please find the necessary documents supporting my application, including:

- [List document 1]
- [List document 2]
- [List document 3]

I appreciate your attention to my application and look forward to your positive response. If you require any further information, please contact me at your convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]