

[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 VJ Visa

Dear Sir/Madam,

I am writing to formally apply for a VJ visa. My name is [Your Full Name] and I am a citizen of [Your Country]. I intend to travel to [Destination Country] for [briefly explain purpose of travel, e.g., "to visit family," "to attend a conference," etc.].

Details of my travel are as follows:

- Date of Departure: [Insert Date]
- Date of Return: [Insert Date]
- Purpose of Visit: [Elaborate briefly on the purpose]

I have enclosed the required documentation, including:

1. Completed visa application form
2. Valid passport with appropriate validity
3. Recent passport-sized photographs
4. Proof of accommodation
5. Financial statements
6. [Any other documents relevant to your application]

I assure you that I will abide by the laws of [Destination Country] during my stay and will return to [Your Country] upon the completion of my visit. I appreciate your consideration of my application.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]