

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

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

Dear [Consulate/Embassy Official's Name],

Subject: Application for VJ Visa

I am writing to formally apply for a VJ visa to [briefly explain purpose, e.g., visit family, attend an event, etc.]. My name is [Your Name], and I am a [Your Nationality] citizen currently residing in [Your Current Country].

[Provide a brief background about your situation, including relevant details such as family ties, invitation letters, or sponsorship, if applicable.]

I have enclosed all necessary documents to support my application, including [list the documents, e.g., passport, photographs, invitation letter, proof of financial means, etc.].

I assure you that I will comply with all visa requirements and return to [Your Current Country] upon the conclusion of my visit.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Position, if applicable]