

[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 [Consulate/Embassy Officer's Name],

I am writing to apply for a VJ visa to facilitate my travel and stay in [Country] for [purpose: e.g., family reunification, business purposes, etc.]. I have included all required documentation with my application to support my case.

[Paragraph 1: Briefly introduce yourself and your background relevant to the visa application.]

[Paragraph 2: Explain the purpose of your visit, including any family ties, business interests, or community connections you have in the country.]

[Paragraph 3: Describe your intent to return to your home country and any commitments that demonstrate your ties to your home country.]

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]