

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[U.S. Citizenship and Immigration Services (USCIS)]
[Office Address]
[City, State, Zip Code]

Subject: Application for VJ Visa

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for a VJ visa under the [specific section or program, if applicable]. My purpose in seeking this visa is to [briefly state your purpose, e.g., reunite with family members, pursue educational opportunities, etc.]. My relationship with [Name of family member or sponsor] is [describe your relationship, e.g., spouse, child, etc.], and we have been separated for [duration of separation]. [Provide a brief explanation of your situation and why you are seeking this visa.]

I have attached the following documents to support my application:

1. Proof of relationship (e.g., marriage certificate, birth certificate)
2. Financial support documents (e.g., bank statements, employment letters)
3. Identification documents (e.g., passport copy)
4. [Any other relevant documents]

I appreciate your time and consideration of my application. I look forward to the opportunity to reunite with my family and contribute positively to the community.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]