

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

[Recipient's Name]  
[Recipient's Title/Office]  
[Office Name]  
[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I am writing to formally submit my application for a Visa to [specific purpose of the visa, e.g., work, study, etc.] in Vermont.

[Brief introduction about yourself, your background, and your purpose for applying for the visa.]

Attached to this letter are the necessary documents and relevant information to support my application, including:

1. [List of documents, e.g., passport copy, application form, photographs, etc.]
2. [Additional documents, if any]

I appreciate your attention to my application and look forward to your prompt response. Please feel free to contact me if any further information or clarification is needed.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]