

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

[Recipient's Name]
[Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a [Country Name] Working Holiday Visa. I am eager to experience [Country Name] culture while contributing to the local economy through part-time work.

I have attached the required documents, including my completed application form, passport photocopy, proof of sufficient funds, and travel itinerary.

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

Sincerely,
[Your Name]