

To,

Consulate of United States

1 Chome-10-5 Akasaka, Minato City,
Tokyo 107-8420, Japan

Apr 5, 2023

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Subject: Approval of my Transit Visa with US Consulate

Dear Sir/Madam,

I would like to visit United States for transit between Oct 3, 2023 and Oct 4, 2023 .

Travel Purpose: Visiting

As Japan citizen, I need to get a Transit Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

I am currently working at Hotel Park Inn as Restaurant Manager I am the bearer of the expense of this trip

I am following the requirements as mentioned on the US consulate website.

Please find enclosed the following documents to support my Transit Visa application :

- **Proof of my leave approval from my employer**
- **Attested bank statement of last 6 months**
- **Rental Agreement for the duration of my stay.**
- **My latest ITR which have been filed till date**
- **Proof of visa fee paid.**
- **Hotel bookings made for this trip.**

- A valid visa to my destination country
- Original and copy of my passport with minimum 6 months validity
- Bank statement from my sponsorer for this trip.
- Flight ticket to the final country I am travelling
- My employment contract
- Duly filled visa application form
- Fully paid round trip flight ticket
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Proof of Invitation from my host
- Photos as per visa specification
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Apr 5, 2023

(Myung)

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