Sample letter

[Your Name]  
[Your Address]  
[Your Phone or Email]

[Date]

To Whom It May Concern:

I am the J-2 dependent of J-1 Exchange Visitor, [insert J-1’s name], and I wish to apply for an Employment Authorization Document. My [insert word *spouse* or *parent*] receives a [insert salary, stipend, grant, scholarship, whichever is relevant] from [insert funding source], which is sufficient to provide for our living expenses. I am requesting employment to pursue [insert activities, such as recreational, cultural, travel, experience in the American workplace, etc.]. I respectfully request to be granted permission to be employed in the U.S.

Enclosed are all required documents:

[List documents here]

Thank you very much for your kind assistance.

[Your Name],

[Your Signature]