# Letter of Introduction to Local Govt Office

**USA EMBASSY**NEW YORK, 10010-4046  
UNITED STATES OF AMERICA

Dear Sir/Madam

I want to submit this letter and application form for a visa study permit. My admission has been approved, and the original letter of acceptance from the Chicago University is attached. I am a professional website designer with extensive experience of more than 5 years in website designing industry. I am currently working as a senior website designer for Microsoft Company and attached is also an original letter from my employer. I also work as a freelance website designer, and meantime, I have more than 15 companies and clients in my profile.

I have decided to further my educational qualification in light of the recent trends and needs. I strongly believe that this is the right time for me to improve my professional skills. In the current market, there is a huge demand for Computer Animation (3D Motion Graphics) and many companies are searching for someone who can provide projects in computer animation. However, because there is a lack of people with 3D Motion Graphics, companies are finding it difficult to find an experienced person with such skills. So I believe that once I complete my studies, I will be valued by many employers in the country.

I have already chosen a course and have been admitted to pursue a Masters in Computer Studies degree at Chicago University. This is one of the best universities, especially in the 3D Motion Graphics offering. They provide the latest technology, research facility, and highly trained staff hired from reputable companies in the IT industry, such as Google and Amazon. The university also provides excellent resources for student exhibitions to show their work created during their years of studies. This is hands-on learning that prepares students to be recruited immediately they graduate. All these services, facilities, and resources impressed me to join Chicago University.

An initial payment fee of $3000 has been made to the Chicago University as mentioned in the attached invoice, via my account. A copy of my account bank statement showing the transaction is attached as proof of payment. My health insurance cover has been done by Random Insurance Company on behalf of the Chicago University. My accommodation has been arranged and is a five minutes walking distance from the university at Legal Apartments owned by Mr. Orange James, email address [orange.james@legalapartments.net](mailto:orange.james@legalapartments.net). I have fulfilled the requirements requested by the landlord and have deposited $1000 to book the apartment, and the rest of the money will be paid once I arrive in the country. The landlord’s letter confirming the booking of the apartment from July 2019 and onwards is attached with this email.

I have enough funds totaling $150,000 in my checking account at Standard Bank for my living expenses in the USA. My recent bank statement is attached, showing the available balance and transactions for the last 3 months. For further information, please refer to the bank statement that has all these details highlighted. I am confident that the information I have submitted is adequate, but if you have any question or concerns, feel free to contact me on 666-9099. Thank you so much for your consideration.

Respectfully  
Peter James