

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

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

Dear [Recipient's Name],

Subject: Application for FZ Visa

I am writing to formally request an FZ visa to [Country] for the purpose of [reason for visa application, e.g., business, study, tourism, etc.].

My intended duration of stay will be from [start date] to [end date].

[Briefly outline your background, purpose of the visit, and any relevant plans or arrangements made. Be sure to include information about accommodation, travel itinerary, and financial means if applicable.]

attached are the following documents for your consideration:

1. Completed visa application form
2. Passport copy
3. Photographs
4. [Additional documents, e.g. invitation letter, proof of financial funds, travel insurance, etc.]

I appreciate your attention to my visa application and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]