

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for FZ Visa

I am writing to formally apply for an FZ visa to [specific purpose of the visa, e.g., start a business, join a company, etc.]. I have attached all the necessary documents required for the visa application, including [list of documents, e.g., identification, proof of business, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title/Position if applicable]  
[Your Company Name if applicable]