

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

Dear [Recipient Name],

Subject: Request for FZ Visa Endorsement

I hope this letter finds you well. I am writing to formally request an endorsement for my FZ visa application.

I am currently [briefly explain your current situation, e.g., a student, employee, etc.], and I am seeking to obtain an FZ visa to [mention purpose, e.g., work, study, etc.].

Details of my application are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Application Reference Number: [Your Application Reference Number]
- Position/Program: [Your Position or Program Name]

I believe that my skills and experience in [mention relevant skills or field] will contribute positively to [mention the organization or country].

I have attached all relevant documents, including [list of attached documents, e.g., CV, offer letter, etc.], to support my application.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]