

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, ZIP Code]

Subject: FZ Visa Request

Dear Sir/Madam,

I am writing to formally request an FZ visa for my upcoming travel to [Destination Country]. My purpose of travel is [explain the purpose: e.g., business, tourism, family visit] from [start date] to [end date]. I have attached all the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Passport copy
4. Travel itinerary
5. Proof of accommodation
6. Financial statements

I kindly ask for your assistance in processing my visa request at your earliest convenience. Should you require any additional information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]