

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

[Recipient's Name]
[Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for GBA Visa

I am writing to formally apply for a GBA visa to [reason for application, e.g., live, work, study] in the Greater Bay Area. I believe that my [briefly explain your qualifications or reasons for applying] make me a suitable candidate for this visa.

I have attached the required documents, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request your consideration of my application and look forward to the opportunity to contribute positively to the GBA.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Enclosures: List of attached documents]