

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

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

Dear [Consulate/Embassy Officer's Name],
I am writing to apply for a GZ visa. I am [briefly explain your purpose,
e.g., attending a conference, visiting family, etc.], scheduled for
[dates].

Attached are my supporting documents:

1. Completed application form
2. Passport photocopy
3. [Other required documents]

I appreciate your consideration and look forward to your prompt response.
Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]