

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

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

Dear [Recipient's Name],

Subject: Application for GZ Visa

I hope this letter finds you well. I am writing to formally apply for a GZ visa for [purpose of travel, e.g., business, tourism, etc.] from [start date] to [end date].

I would like to provide the necessary details regarding my application:

1. **\*\*Personal Information\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]

2. **\*\*Purpose of Travel\*\***

- [Briefly explain the reason for your visit, including any relevant details about meetings, conferences, tourism, etc.]

3. **\*\*Travel Itinerary\*\***

- Arrival Date: [Date]
- Departure Date: [Date]
- Accommodation Details: [Hotel/Address where you will stay]

4. **\*\*Support Documents\*\***

- [List any documents you are attaching, e.g., passport copy, invitation letter, accommodation confirmation, etc.]

I assure you that I will abide by all the regulations during my stay and return before the visa expiry. Should you require any further information, please feel free to contact me at your earliest convenience. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]