

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Application for GZ Visa

Dear [Consul/Official's Name],

I am writing to formally apply for a GZ visa to [purpose of visit, e.g., conduct business, attend a conference, etc.] in [City, Country] from [start date] to [end date].

Enclosed with this letter are the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Any additional documents, e.g., invitation letter, travel itinerary, etc.]

I would appreciate your prompt attention to my application, and I look forward to your favorable response.

Thank you for your time and assistance.

Sincerely,

[Your Name]