

[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 Sir/Madam,

I am writing to formally request the issuance of a GZ visa for [purpose of visit, e.g., business, tourism, family visit] to [destination, e.g., Guangzhou, China].

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

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

2. **\*\*Travel Details\*\***

- Planned Arrival Date: [Date]
- Planned Departure Date: [Date]
- Duration of Stay: [Number of Days]

3. **\*\*Purpose of Visit\*\***

[Provide a brief description of the purpose of your visit, highlighting any specific events or meetings planned.]

4. **\*\*Supporting Documents\*\***

[List the supporting documents you are including, such as:

- Completed visa application form
- Passport-sized photographs
- Copy of passport
- Travel itinerary
- Proof of accommodation
- Financial statements, etc.]

I assure you that I will adhere to all the rules and regulations during my stay and will return to my home country upon completion of my visit. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]