

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

Dear Sir/Madam,

Subject: Application for GZ Visa

I am writing to formally apply for a GZ visa to [briefly explain the purpose of your visit, e.g., attend a conference, visit relatives, etc.].

My personal details are as follows:

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

I plan to travel to [Destination City/Country] from [Start Date] to [End Date]. During my stay, I will be [briefly outline your itinerary and accommodation plans].

Enclosed with this letter, please find the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Proof of accommodation
5. [Any other relevant documents]

I assure you that I will comply with the visa regulations and return to [Home Country] upon the completion of my visit.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

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