

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

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

Dear [Consul/Consular Officer's Name],

Subject: Application for GZ Visa

I am writing to formally apply for a GZ visa to [country] for the purpose of [briefly state your purpose, e.g., business, employment, etc.].

[In this paragraph, provide details about your current situation, including your position, the company you work for, and any relevant background information that supports your application.]

[In the next paragraph, explain why you need the GZ visa and how it relates to your work or intended activities in the country. Include any pertinent dates, locations, and any anticipated duration of stay.]

I have enclosed all the required documentation, including [list any documents you are including, such as a passport copy, invitation letter, employment verification letter, etc.].

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

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]
[Your Company Address]