

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

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

Subject: Request for GZ Visa

Dear [Consul/Embassy Official's Name],

I am writing to formally request a GZ visa to [reason for travel, e.g., attend a conference, business meetings, etc.] in [destination country]. I am [Your Name], a [Your Job Title] at [Your Company/Organization]. I have been invited to [briefly explain the purpose of the visit and any relevant details]. The visit is scheduled for [dates of travel].

Enclosed are the required documents for my visa application, including:

1. Completed visa application form
2. Passport copy
3. Invitation letter from [inviting organization/individual]
4. [Any other supporting documents, e.g., travel itinerary, proof of employment, etc.]

I appreciate your attention to my request and look forward to your favorable response. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization]