

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

[Recipient Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

[Introduction: State the purpose of your letter clearly. Mention the GZ visa and any relevant background information.]

[Body: Provide detailed information about your application, including your qualifications, reasons for applying, and any supporting details that strengthen your case.]

[Conclusion: Summarize your request and express appreciation. Offer to provide additional information if needed.]

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Company Name] (if applicable)
[Enclosures: if any]