

[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 apply for a GZ visa to [destination] for [specific purpose, e.g., business, study, tourism, etc.]. My intended dates of travel are from [start date] to [end date].

I am currently employed at [Your Company/Organization Name] as [Your Job Title], and I have been with the company for [duration]. As part of my role, I am required to [brief explanation of why you need to travel].

Please find attached the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Employment verification letter
5. Invitation letter from [inviting entity if applicable]
6. [Any other relevant documents]

I appreciate your consideration of my application. Please do not hesitate to contact me if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]