

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

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

Dear [Consul/Consulate Officer's Name],

I am writing to formally request a GZ visa for my upcoming travel to [Destination] from [Start Date] to [End Date]. The purpose of my visit is [briefly explain the purpose, such as tourism, business, family visit, etc.].

I plan to stay at [Name of Hotel/Accommodation or relative's address] during my visit. I have attached the necessary documents to support my application, including [list documents, such as passport copy, itinerary, proof of accommodation, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]