

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: Application for LZ Visa

Dear [Recipient's Name],

I am writing to formally submit my application for an LZ visa to [country] for the purpose of [state reason, e.g., work, study, etc.]. I have attached all necessary documents to support my application, including [list key documents, e.g., passport copy, application form, photographs, employment letter, etc.].

My intended stay in [country] is from [start date] to [end date]. During this period, I plan to [briefly explain your plans or activities]. I assure you of my commitment to abide by the laws and regulations of [country] during my stay.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title/Position, if applicable]