

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

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

Dear [Recipient Name],

I am writing to formally apply for an LZ visa, which will allow me to [briefly explain the purpose of your visit, e.g., work, study, etc.].

I am currently [your current occupation or status, e.g., employed, a student, etc.], and I am eager to [explain your goals related to the visa, e.g., pursue a career opportunity, enhance my studies, etc.].

Attached to this letter are the necessary documents to support my application, including [list documents, e.g., job offer letter, proof of accommodation, financial statements, etc.].

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

Sincerely,
[Your Name]