

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Department]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for LZ Visa

I am writing to formally apply for an LZ visa to [mention the purpose, e.g., study, work, travel] in [country]. I intend to start my travel on [date] and will stay for [duration].

I have attached the required documents as per the visa application guidelines, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation
5. Financial statement
6. [Any other required documents]

I kindly request you to process my application at your earliest convenience. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]