

[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 LZ Visa

Dear [Consulate/Embassy Official's Name],

I am writing to formally apply for an LZ visa for [purpose of visit, e.g., tourism, business, etc.]. I intend to visit [country name] from [start date] to [end date].

I have included the required documents as per the visa application guidelines:

1. Completed visa application form
2. Valid passport (copy)
3. Recent passport-sized photographs
4. Proof of accommodation (hotel booking/letter from host)
5. Travel itinerary
6. Proof of sufficient financial means

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

Sincerely,
[Your Name]