

[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 [Consul/Embassy Official's Name],

I am writing to apply for an LZ visa to [Country] for the purpose of [briefly state reason, e.g., employment, study, family reunion, etc.].

I intend to [provide a brief description of your plans in the country, e.g., work for ABC Company, study at XYZ University, or visit family]. My expected dates of stay are from [start date] to [end date].

Attached to this letter, you will find the necessary documents to support my application, including:

- Completed visa application form
- Valid passport
- Two passport-sized photographs
- [Any additional documents, e.g., proof of employment, financial statements, invitation letter]

I assure you that I will comply with all the regulations and requirements set forth by the [Country's] authorities during my stay.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]