

[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 GZ Visa

Dear Sir/Madam,

I am writing to formally apply for a GZ visa to [Country] for the purpose of [specific reason, e.g., attending a conference, business meetings, or study]. I plan to travel from [start date] to [end date], and would like to request a visa that covers this duration.

Enclosed with this letter, please find the necessary documentation to support my application:

1. Completed visa application form.
2. Passport-sized photographs.
3. A copy of my passport (valid for at least six months).
4. Invitation letter from [Host Organization/Company].
5. Proof of accommodations during my stay.
6. Financial statements to prove my ability to support myself during my trip.
7. Any additional documents required.

I am looking forward to your positive response regarding my application. Please feel free to contact me via email or phone if you require any further information.

Thank you for considering my application.

Sincerely,

[Your Name]  
[Your Job Title/Position] (if applicable)  
[Your Company/Organization Name] (if applicable)