

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

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

Subject: Application for GZ Visa

Dear [Recipient's Name],

I am writing to formally submit my application for a GZ visa to [reason for travel, e.g., "pursue business opportunities," "participate in a cultural exchange," etc.].

I have attached all necessary documents, including:

1. Completed visa application form
2. Passport (valid for at least six months)
3. Recent passport-sized photographs
4. Proof of accommodation in [destination city]
5. Invitation letter from [name of the organization or individual]
6. Financial statements demonstrating sufficient funds

I kindly request your assistance in processing my application. Should you require any further information or additional documents, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]