

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

[Consulate General's Name]
[Consulate General of [Country]]
[Consulate Address]
[City, State, Zip Code]

Dear [Consulate General's Name],
Subject: GZ Visa Application

I am writing to formally submit my application for a GZ visa. I intend to visit [Country/City] for [specific purpose of your visit, e.g., business meetings, conferences, etc.], from [start date] to [end date].

Enclosed, please find the required documents as per the visa application guidelines:

1. Completed visa application form
2. Valid passport and copies
3. Recent passport-sized photographs
4. Invitation letter from [Company/Institution name]
5. Proof of accommodation
6. Travel itinerary
7. [Any other supporting documents]

I kindly request your assistance in processing my application at your earliest convenience. Feel free to contact me via email or phone should you need any further information.

Thank you for your attention to my application.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]