

[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 [Purpose of Visit] in [Country]. My personal details are as follows:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Passport Number: [Your Passport Number]
Nationality: [Your Nationality]

I intend to stay in [Country] from [Start Date] to [End Date]. During this period, I plan to [Briefly outline your plans and activities].

Enclosed with this letter, you will find the following documents required for my visa application:

1. Completed visa application form
2. Valid passport (with a minimum of six months validity)
3. Recent passport-sized photographs
4. Travel itinerary
5. Proof of accommodation
6. Financial statements
7. [Any other relevant documents]

I assure you that I will abide by the laws and regulations of [Country] and return to my home country upon the completion of my visit.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]