

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Consul General/Officer's Name],

Subject: Application for GZ Visa

I am writing to formally apply for a GZ visa to [mention the purpose of your visit, e.g., attend a conference, business meetings, etc.].

1. ****Personal Information****

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

2. ****Purpose of Visit****

I plan to visit [City/Country] from [Start Date] to [End Date] for [briefly describe the reason and activities planned].

3. ****Details of Travel****

- Arrival Date: [Arrival Date]
- Departure Date: [Departure Date]
- Accommodation: [Hotel/Address where you will stay]

4. ****Supporting Documents****

Enclosed with this letter are the following supporting documents:

- Completed visa application form
- Passport-sized photographs
- A copy of my passport
- Proof of financial means (e.g., bank statement)
- Invitation letter from [inviting party's name]
- [Any other relevant documents]

I kindly request your assistance in processing my visa application at your earliest convenience. Please feel free to contact me via email or phone if you require any further information or documents.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]