

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[New Zealand Immigration]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Visitor Visa to New Zealand

I am writing to formally apply for a visitor visa to New Zealand. My purpose for visiting is [state reason, e.g., tourism, family visit, business].

I plan to visit from [start date] to [end date] and intend to stay at [accommodation details]. During my visit, I will engage in the following activities: [list planned activities].

I have attached the following documents to support my application:

1. Completed visa application form (INZ 1017)
2. Valid passport (copy)
3. Recent passport-sized photographs
4. Proof of accommodation bookings
5. Travel itinerary
6. Evidence of financial means (bank statements, payslips)
7. Invitation letter (if applicable)
8. Any other relevant documentation

I assure you that I will abide by the laws of New Zealand during my visit and will return to [home country] before the visa expires.

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

Sincerely,
[Your Name]