

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department of Internal Affairs]
[Visa Application Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for New Zealand Visa

I am writing to formally submit my application for a New Zealand visa. I have included all necessary documentation for your review and consideration.

I am seeking this visa for [state the purpose, e.g., tourism, study, work] and plan to visit [mention duration and intended dates of stay]. The details of my trip and supporting documents are as follows:

1. Completed visa application form
2. Valid passport (copy attached)
3. Proof of funds (bank statements)
4. Travel itinerary
5. Accommodation details
6. [Any other supporting documents relevant to application]

I appreciate your attention to my application and look forward to your positive response. Please feel free to contact me via the details provided above should you require any further information.

Thank you for considering my application.

Sincerely,

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