

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

[Immigration New Zealand]
[Address of the Consulate or Embassy]
[City, State, Zip Code]

Dear Visa Officer,

Subject: Application for New Zealand Visa

I am writing to formally apply for a [type of visa, e.g., visitor visa, student visa, work visa] to New Zealand. I am planning to visit/study/work in New Zealand from [start date] to [end date] for [duration of stay].

I am [briefly introduce yourself, e.g., a student, professional] and currently residing in [your country]. The purpose of my visit is [explain your reason for visiting, studying, or working in New Zealand].

I have attached the following documents as part of my application:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Proof of financial means (bank statements)
5. Travel itinerary
6. [Any additional documents as required]

I assure you that I will comply with all the conditions of my visa and will return to [your country] before the visa expires.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]