

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Immigration]  
[Address of Immigration Department]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Application for New Zealand Work Visa

I am writing to apply for a work visa to New Zealand. My name is [Your Name], and I am currently employed as [Your Job Title] at [Your Current Employer]. I am eager to explore the opportunity to work in New Zealand due to [brief reason for wanting to work in New Zealand, e.g., career advancement, experience in a specific field, etc.].

I have been offered a position as [Job Title] with [New Employer's Company Name] based in [City, New Zealand]. My employment will commence on [Start Date], and I believe that my skills in [Your Skills/Expertise] will contribute positively to the organization and the community.

Enclosed with this letter are the following documents to support my visa application:

1. A completed visa application form.
2. A copy of my current passport.
3. An offer letter from [New Employer's Company Name].
4. Relevant qualifications and work experience documents.
5. Evidence of my English language proficiency.
6. Any additional documents required.

I sincerely appreciate your consideration of my application. I am looking forward to the possibility of contributing to the workforce in New Zealand and experiencing the cultural diversity of the country. Should you require any further information, please do not hesitate to contact me.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Current Employer]