

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

Dear [Recipient's Name],

Subject: Application for New Zealand Student Visa

I hope this letter finds you well. I am writing to formally apply for a student visa to pursue my studies in New Zealand. I have been accepted into [Name of Institution] for the [Name of Course/Program] commencing on [Start Date].

I am excited about the opportunity to enhance my knowledge and skills in [Field of Study] at your esteemed institution. I believe that studying in New Zealand will provide me with a rich educational experience and help me achieve my career goals.

Enclosed with this letter are the necessary documents as per the requirements outlined on the Immigration New Zealand website, including:

1. A completed visa application form
2. A copy of my acceptance letter from [Name of Institution]
3. Evidence of sufficient funds for tuition and living expenses
4. Proof of accommodation arrangements
5. A valid passport copy
6. Medical and police clearance certificates (if required)

I kindly request that you process my application at your earliest convenience. Thank you for considering my application. I look forward to the opportunity to contribute positively to the New Zealand academic community.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]