

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

Dear [Recipient's Name],

Subject: Application for New Zealand Work Visa

I am writing to formally submit my application for a New Zealand Work Visa. My name is [Your Name] and I am currently residing in [Your Country]. I have been offered employment with [Employer's Company Name] as a [Job Title] effective from [Start Date].

[Paragraph to briefly describe your professional background, skills, and qualifications that make you suitable for the role and support your visa application.]

Enclosed with this letter, you will find the necessary documentation, including:

1. Completed application form
2. Employment offer letter from [Employer's Company Name]
3. Proof of qualifications and experience
4. Passport copy
5. [Any other documents required]

I appreciate your consideration of my application and look forward to the opportunity to contribute to the workforce in New Zealand. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]