

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Embassy or Consulate Name]  
[Embassy or Consulate Address]  
[City, State, Zip Code]  
Subject: Application for PZ Visa

Dear Sir/Madam,

I am writing to formally apply for a PZ visa to [Country Name]. Please find below the required documentation and information as per the visa requirements:

1. **\*\*Completed Visa Application Form\*\***: I have filled out the relevant form and attached it.
2. **\*\*Passport\*\***: My passport is valid for at least six months beyond my planned stay in [Country Name].
3. **\*\*Photographs\*\***: Attached are [number] recent passport-sized photographs.
4. **\*\*Employment Verification\*\***: I have included a letter from my employer, [Employer's Name], confirming my position and salary.
5. **\*\*Financial Statements\*\***: Attached are my bank statements for the past three months.
6. **\*\*Travel Itinerary\*\***: Please find my travel itinerary outlining my plans while in [Country Name].
7. **\*\*Additional Documents\*\***: [List any other documents you are submitting].

I appreciate your time and consideration of my application. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,  
[Your Name]