

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]

Subject: Request for PZ Visa

Dear [Consular Officer's Name/Title],

I am writing to formally request a PZ visa for [brief explanation of purpose, e.g., employment, travel, etc.]. I plan to visit [country] from [start date] to [end date] for [specific activities].

Enclosed with this letter are my supporting documents, which include:

1. [List of documents, e.g., passport copy, employment letter, etc.]
2. [List of additional documents, if any]
3. [Any other relevant information]

I appreciate your attention to my request and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title (if applicable)]