

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a PZ visa for [purpose of visit, e.g., attending a conference, training program, etc.] in [destination country] from [start date] to [end date]. I am currently [your occupation or status, e.g., a student, employed, etc.], and this opportunity is crucial for my [career development, educational goals, etc.].

I have attached all necessary documents, including [list the documents, e.g., invitation letter, proof of accommodation, proof of financial means, etc.]. I assure you that I will comply with all regulations and guidelines during my stay.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title (if applicable)]