

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Visa Application Office]  
[Consulate/Embassy Name]  
[Consulate/Embassy 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]. I intend to [briefly explain the purpose of your visit, e.g., work, study, tourism].

I have enclosed the required documents for your review:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (and any previous visas)
4. [Any additional documents relevant to your application]

My planned dates of travel are from [Start Date] to [End Date], during which I will [explain any planned activities related to your visa purpose].

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

Sincerely,  
[Your Name]