

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

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

Dear [Consul/Officer's Name],

Subject: Application for QZ Visa

I am writing to apply for a QZ Visa to [Country Name] for the purpose of [state the reason for your trip, e.g., employment, cultural exchange, etc.]. My application is based on [provide a brief overview of your eligibility, e.g., job offer, invitation from a cultural organization, etc.].

Details of my application are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Duration of Stay: [Intended duration of stay]
- Arrival Date: [Planned date of arrival]

Enclosed are the supporting documents required for my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Other documents, e.g., invitation letter, employment contract, etc.]

I appreciate your attention to my application and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require additional information.

Thank you for considering my request.

Sincerely,  
[Your Name]