

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

[Recipient's Name]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for a residence visa (RZ visa) to [Country Name]. My intention is to [briefly explain your reason for applying, e.g., work, study, join family, etc.].

I have attached all the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation in [Country Name]
5. Financial statements or proof of employment
6. [Any other relevant documents]

I kindly request your assistance in processing my application. I am looking forward to the opportunity to [mention what you hope to achieve in the country].

Thank you for your time and consideration.

Sincerely,
[Your Name]