

[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]  
Subject: Application for RZ Visa

Dear [Recipient's Name],  
I am writing to formally apply for an RZ visa to [briefly state the purpose of your visit, e.g. work, study, family reunion] in [country name]. I plan to travel on [proposed travel dates] and intend to stay for [duration of stay].

Enclosed with this letter are the necessary documents to support my application, including:

1. A completed visa application form
2. A valid passport with a minimum of [number] months validity
3. Recent passport-sized photographs
4. Evidence of financial means (bank statements, pay slips, etc.)
5. Proof of accommodation arrangements
6. [Any other relevant documents specific to your situation]

I assure you that I will adhere to all visa conditions and regulations during my stay. I look forward to your favorable response to my application.

Thank you very much for considering my request.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]