

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

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

Subject: Application for RZ Visa

Dear [Consul General/Consular Officer's Name],

I am writing to formally apply for an RZ visa to [Country] as part of my intention to [briefly state purpose, e.g., work, study, etc.].

I have attached the required documents, including:

1. Completed visa application form
2. Valid passport (copy)
3. Recent passport-sized photos
4. Proof of financial means
5. Employment/acceptance letter (if applicable)
6. Health insurance coverage
7. [Any other documents required]

I kindly request you to process my application at your earliest convenience. Should you need any further information or documents, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]