

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Subject: RZ Visa Application Letter

Dear [Recipient's Name],

I am writing to formally request an RZ visa for [specify purpose - e.g., employment, studies] in [country/region] from [start date] to [end date]. I have been offered [describe the position, program, or opportunity] at [Company/Organization Name] which requires my presence in [Country/Region]. With my background in [mention relevant qualifications or experiences], I am excited about contributing to [mention what you hope to accomplish or learn].

Enclosed with this letter are the necessary documents, including:

1. Copy of my passport
2. Confirmation letter from [Company/Organization Name]
3. Proof of financial stability
4. [Any additional documents required]

I appreciate your consideration of 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 any further information. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]