

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

[Recipient Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for TZ Visa

Dear [Recipient Name],

I am writing to formally request a TZ visa to [specific purpose of travel, e.g., work, study, tourism] in [Country Name]. My intended travel dates are from [Start Date] to [End Date].

[Briefly explain your reason for traveling and any relevant details that support your request.]

Attached to this letter are the required documents:

1. [List of documents, e.g., passport copy, job offer, financial statements]
2. [Additional documents, if any]

I appreciate your attention to my request and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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