

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

Dear [Consular Officer's Name or "To Whom It May Concern"],  
I am writing to express my interest in applying for a TZ visa. My purpose for traveling to [Destination Country] is [briefly state your reason, e.g., employment, study, family visit, etc.].

I have attached all required documents, including [list specific documents such as passport, application form, financial statements, etc.]. I would like to assure you that I will comply with all immigration laws during my stay and return to [Your Home Country] upon completion of my visit.

Thank you for considering my application. I look forward to your positive response and am available for any further information you may require.

Sincerely,  
[Your Name]