

[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 VZ Visa

Dear Sir/Madam,

I am writing to formally apply for a VZ visa to [Country] for the purpose of [state purpose, e.g., work, study, family reunion]. I am [your nationality], and my passport number is [passport number].

I plan to travel to [Country] on [intended travel date] and stay until [return date]. During my stay, I will be [briefly explain your plans while in the country, such as where you will live, what you will do, etc.].

Enclosed with this letter, you will find the following documents:

1. Completed visa application form
2. Valid passport copy
3. Passport-sized photographs
4. Proof of accommodation
5. Financial statement/proof of funds
6. [Any other supporting documents relevant to your application]

I assure you that I will comply with all regulations during my stay and return to [Your Country] before my visa expires. I appreciate your attention to my application and look forward to your positive response. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]