

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

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

Dear Sir/Madam,

Subject: Application for VZ Visa

I am writing to formally apply for a VZ visa to [reason for travel, e.g., visit family, attend a conference, etc.]. I plan to travel to [destination] from [start date] to [end date].

I have attached the required documents, including:

1. Completed visa application form
2. Passport-size photographs
3. Valid passport
4. Proof of financial means
5. Travel itinerary
6. [Additional documents, if any]

I appreciate your consideration of my application. Please feel free to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]