

[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 ZJ Visa

Dear [Consul General/Consular Officer's Name],
I am writing to formally apply for a ZJ visa to [Country/Region], as I
have been offered a position as [Your Job Title] with
[Company/Organization Name].

****Applicant Information:****

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Passport Number: [Your Passport Number]
Nationality: [Your Nationality]

****Details of Employment:****

Position: [Job Title]
Company: [Company Name]
Address: [Company Address]
Start Date: [Proposed Start Date]
Duration of Employment: [Length of Employment/Contract]

****Purpose of the Visit:****

This visa application is necessary to facilitate my legal employment in
[Country/Region], allowing me to fulfill the responsibilities of my role
as [Explain job responsibilities briefly].

****Attached Documents:****

1. Completed visa application form
2. Passport-sized photographs
3. Copy of valid passport
4. Employment contract/offer letter
5. Proof of qualifications (degrees/certificates)
6. Health examination report
7. Any other supporting documents

I appreciate your consideration of my application and hope for a positive
response. Should you require any further information or documentation,
please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]