

[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 ZJ Visa

I am writing to formally apply for a ZJ visa to [reason for application, e.g., work, study, etc.] in [Country/City].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Duration of Stay: [Proposed Duration of Stay]

Attached are the required documents for your review:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Other required documents, e.g., invitation letter, proof of employment, etc.]

I appreciate your consideration of my application and look forward to your response.

Thank you for your attention.

Sincerely,

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