

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for ZJ Visa

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

I hereby provide the following information:

1. **\*\*Personal Information\*\***

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

2. **\*\*Purpose of Application\*\***

- [Detailed explanation of the purpose of your application]

3. **\*\*Supporting Documents\*\***

- [List of attached documents, e.g., passport, employment letter, invitation letter]

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]