

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

[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Company 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 [briefly state purpose, e.g., work, conduct research, etc.] in [location].

I have attached all necessary documents, including [list documents, e.g., passport copy, job offer letter, etc.].

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]