

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: ZJ Visa Application

Dear [Consul/Official's Name],

I am writing to formally apply for a ZJ visa to [Country Name]. I am seeking this visa to [state purpose, e.g., work, study, business] from [start date] to [end date].

Enclosed are the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with at least six months remaining before expiration)
4. Employment letter or admission letter (if applicable)
5. Financial statements or proof of funds
6. [Any other supporting documents]

I appreciate your consideration of my application and look forward to a positive response. Please feel free to contact me should you require any further information.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]