

[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/Official's Name],

I am writing to formally apply for a ZJ Visa to [purpose of visit, e.g., work, study, etc.] in [City/Country]. My planned stay is from [start date] to [end date].

I have attached the following documents to support my application:

1. Completed visa application form
2. Passport copy
3. [List other required documents, e.g., invitation letter, proof of employment, etc.]

I appreciate your time and attention to my application. Please feel free to contact me if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]