

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

Dear [Consulate/Embassy Officer's Name or "Visa Officer"],

Subject: Application for ZJ Visa

I am writing to formally submit my application for a ZJ visa to [specific purpose, e.g., work, study] in [Country/City]. I have attached all the required documents and information as per the guidelines provided on your website.

I am currently [briefly describe your current situation, e.g., your job, educational status, etc.] and intend to [briefly state your goals or purposes for applying for the visa]. My application includes the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. [Any additional documents, e.g., job offer letter, proof of accommodation, etc.]

I appreciate your time and consideration of my application. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for your attention.

Sincerely,

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