

[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 [Consular Officer's Name],

I am writing to formally apply for a ZJ visa to [mention purpose, e.g., work, study, etc.] in [destination country].

I have attached the necessary documents, including:

- Completed visa application form
- Passport-sized photographs
- Proof of employment/acceptance letter
- [Other required documents]

I appreciate your time and consideration of my application. Please feel free to contact me for any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]