

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

[Recipient Name]  
[Title/Position]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for ZJ Visa

1. **\*\*Introduction\*\***

- State the purpose of the letter
- Mention your intent to apply for a ZJ visa

2. **\*\*Personal Information\*\***

- Full name
- Date of birth
- Nationality
- Passport number

3. **\*\*Details of Application\*\***

- Type of visa applied for
- Duration of stay
- Purpose of the visit

4. **\*\*Supporting Documents\*\***

- List of attached documents (e.g., passport copy, letter of invitation, financial statements)

5. **\*\*Conclusion\*\***

- Expression of appreciation for considering the application
- Request for a prompt response
- Contact information for any further inquiries

Sincerely,

[Your Name]