

[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's Name or "Visa Officer"],

I am writing to formally apply for a ZJ visa to [purpose of visit, e.g., work, study, etc.] in [country]. I intend to [briefly describe your plans and intentions while in the country].

[Provide a brief introduction about yourself, your background, and any relevant experience that supports your application.]

To support my application, I have enclosed the following documents:

1. [Document 1: e.g., Passport copy]
2. [Document 2: e.g., Employment letter]
3. [Document 3: e.g., Financial statement]
4. [Any additional documents]

I sincerely hope you will consider my application favorably. Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]