

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

Dear Sir/Madam,

Subject: Application for ZJ Visa

I am writing to formally apply for a ZJ visa to [reason for visa application, e.g., "study/work" in China]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Purpose of Visit: [Brief description of your purpose]

I have attached the necessary documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Additional documents, e.g., invitation letter, proof of employment, etc.]

I kindly request your assistance in processing my application. Thank you for your attention to this matter. Please feel free to contact me if you require further information.

Yours sincerely,
[Your Name]