

[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/Embassy Officer's Name],
I am writing to formally apply for a ZJ visa to [briefly state purpose,
e.g., work, study, etc.] in [location].

[Introduce yourself: name, nationality, and current occupation.]

[Explain your reasons for applying for the visa and any relevant
background information about your situation.]

[Include any supporting documents or information, such as job offer
letters, enrollment confirmations, or invitations.]

I appreciate your consideration of my application. Please feel free to
contact me at [your phone number] or [your email] if you need any
additional information.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]