

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

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

Dear Honorable Consul,

Subject: Application for ZJ Visa

I am writing to formally apply for a ZJ visa to [mention purpose, e.g., work, study] in [country]. I am [personal introduction, e.g., your current occupation, background].

1. ****Purpose of the Visa****:

- Clearly state why you need the ZJ visa.

2. ****Details of Employment/Study****:

- Mention your employer or educational institution, position, and relevant details.

3. ****Duration of Stay****:

- Specify the intended duration of your visa.

4. ****Supporting Documents****:

- List the documents you are including with your application (e.g., passport copy, job offer letter).

5. ****Conclusion****:

- Politely request the approval of your visa application and express willingness to provide any additional information needed.

Thank you for considering my application.

Sincerely,

[Your Name]