

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

Dear Sir/Madam,

Subject: Application for ZJ Visa

I am writing to formally apply for a ZJ visa to [describe purpose, e.g., work, study] in [Country Name]. I am [your current position or status, e.g., a student, employee] and have been [briefly describe your background related to the purpose of the visa].

[Explain the reason for your visa application and any details that support your case. Mention any relevant documentation attached to this letter.]

I have attached the required documents to facilitate the processing of my application, including [list of documents, e.g., passport copies, offer letter, proof of accommodation].

Please do not hesitate to contact me if you need any further information or clarification regarding my application. I look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]