

[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 Sir/Madam,  
I am writing to formally apply for a ZJ visa to [reason for travel, e.g.,  
work, study] in [Country]. I have attached all the necessary documents  
required for processing my application.  
I respectfully request your consideration of my application and look  
forward to your positive response.  
Thank you for your time and assistance.

Sincerely,  
[Your Name]  
[Your Job Title, if applicable]  
[Company/Organization Name, if applicable]  
[Signature, if sending a hard copy]