

[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 [Consular Officer's Name],

I am writing to apply for a ZJ visa and would like to provide the necessary information to facilitate the processing of my application.

**\*\*Purpose of Visit:\*\***

[Clearly state the purpose of your visit to the country.]

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Employment Status: [Your Employment Status]

**\*\*Details of Visit:\*\***

- Duration of Stay: [Start Date] to [End Date]
- Intended Accommodations: [Where you will be staying]

**\*\*Supporting Documents:\*\***

[List all documents you are including with your application, e.g., passport copy, photos, invitation letter, etc.]

I appreciate your consideration of my application. I look forward to the opportunity to [state any additional positive outcomes linked to your visit]. Please do not hesitate to contact me if you require further information.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]