

[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 facilitate my [reason for visit, e.g., employment, study, etc.] in [country].

Details of my application are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]
- Address in [Country]: [Address during your stay]

I have attached the necessary documents in support of my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Other required documents, e.g., employment offer letter, proof of residence]

I assure you that I will abide by the laws of the [country] during my stay and return to my home country upon completion of my activities. Thank you for considering my application. I look forward to your prompt response.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]