

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

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

Subject: ZJ Visa Application Request

Dear [Consul/Embassy Officer's Name],

I am writing to formally request a ZJ visa to [country] for [specific purpose such as work, study, etc.].

I have enclosed all required documentation, including [list of documents, e.g., application form, passport copy, invitation letter, etc.]. My reasons for requesting this visa are [briefly explain your reasons].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]