

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the ZJ visa to [purpose of stay or activity, e.g., work, study] in [Country]. My planned dates of stay are from [start date] to [end date].

I am currently employed as a [Your Job Title] at [Your Company/Organization Name], where I have been working for [duration] and am excited to [explain the purpose of your trip, e.g., take part in a project, conduct research, etc.].

I have enclosed all necessary documents, including [list of documents, e.g., my employment contract, invitation letter, etc.], to support my application.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]