

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for a ZJ visa to [reason for needing a ZJ visa, e.g., accept a job offer, participate in an internship, study, etc.] in [City/Country] for [duration of stay].

I have enclosed the required documents for my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Invitation letter from [Name of employer/educational institution]
5. Proof of accommodation
6. [Any other supporting documents]

I am looking forward to the opportunity to [mention your purpose, e.g., work, study, etc.] in [Country] and hope for a favorable response to my application.

Thank you for considering my request. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]