

[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 [reason for application, e.g., work, study, etc.] in China.

I would like to provide the necessary details regarding my application:

1. **\*\*Personal Information\*\***

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

2. **\*\*Purpose of Visit\*\***

- [Explain the purpose of your visit in detail, e.g., employment details, study program]

3. **\*\*Duration of Stay\*\***

- [Specify the intended duration of your stay]

4. **\*\*Financial Support\*\***

- [Briefly explain how you will support yourself financially during your stay]

5. **\*\*Attachments\*\***

- [List any documents you are including with the application, e.g., passport copy, employment letter, etc.]

I appreciate your consideration of my request and look forward to your positive response. Should you need any further information, please feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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