

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

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

Dear [Consul/Consulate Officer's Name],

Subject: Application for ZJ Visa

I am writing to apply for a ZJ visa to [briefly state the purpose of your travel, e.g., work, study, etc.] in [Country] from [start date] to [end date]. I have been offered a position at [Company/Institution Name] as [Your Job Title or Role], where I will be [briefly describe your responsibilities].

I have enclosed the relevant documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my valid passport
4. Employment letter from [Company/Institution Name]
5. Health insurance documentation
6. [Any other necessary document]

I am looking forward to the opportunity to contribute to [Company/Institution Name] and appreciate your consideration of my application for the ZJ visa. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]