

[Your Law Firm's Name]  
[Your Law Firm's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Legal Representation for ZJ Visa Application

Dear [Recipient's Name],

I, [Your Full Name], am writing to formally confirm that I am representing [Client's Full Name], whom I am assisting with their ZJ visa application for employment in China. This letter serves to affirm my legal authority to act on behalf of my client throughout the visa application process.

[Client's Full Name] is seeking a ZJ visa for the purpose of [briefly explain purpose, e.g., employment with Company Name] and has provided all necessary documentation for this application. I am prepared to address any inquiries or provide additional information as required by your office.

Should you require any further information or documentation regarding my representation, please do not hesitate to contact me directly at the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Law Firm's Name]