

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Travel Request for ZJ Visa

I hope this letter finds you well. I am writing to formally request a travel authorization for the ZJ visa to [Destination Country] for the purpose of [briefly state the purpose of travel, e.g., business meetings, training, onboarding, etc.].

Details of the planned travel are as follows:

- Purpose of Travel: [Specify]
- Duration of Stay: [Start Date] to [End Date]
- Itinerary: [Brief outline of planned activities]
- Accommodation Details: [Hotel/Address]

I assure you that I will adhere to all local laws and regulations during my stay. I appreciate your assistance in processing my request and look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]