

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my application for the ZJ visa as required for [specific purpose, e.g., work in China]. Enclosed are the necessary documents, including [list key documents, e.g., employment contract, health certificate, etc.].

Please let me know if you require any additional information or documents. I appreciate your assistance in processing my application. Thank you for your attention.

Sincerely,  
[Your Name]