

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Consulate or Embassy Name]  
[Consulate or Embassy Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for ZJ Visa

I am writing to formally submit my application for a ZJ visa as part of my planned professional engagement in [Country/Region]. I understand that this visa is essential for individuals seeking to work and reside in [Country/Region] for [duration or specific purpose].

I have secured a position with [Company/Organization Name], located at [Company Address], starting on [Start Date]. My role will involve [briefly describe your job responsibilities]. The opportunity to contribute to [Company/Organization Name] aligns perfectly with my career goals and expertise in [Your Field/Industry].

To support my application, I have included the following documents:

1. A completed visa application form (attached).
2. A valid passport with a minimum of [number] months validity.
3. A recent passport-sized photo (as per specifications).
4. A copy of my employment contract with [Company/Organization Name].
5. Proof of qualifications, including [degrees, certifications].
6. Health and character documents as required.
7. Any additional supporting documents as per the guidelines provided on your website.

I assure you that I have carefully followed all instructions regarding the ZJ visa application process and have provided all necessary documentation to facilitate a smooth review.

I appreciate your attention to this matter and look forward to your positive response. Please do not hesitate to contact me should you require any further information or documents.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]