

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

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

Dear [Recipient Name],

Subject: Inquiry Regarding ZJ Visa Requirements

I hope this letter finds you well. I am writing to inquire about the specific requirements and documentation needed for the ZJ visa application process.

As I plan to [briefly state your purpose, e.g., to work or study in China], it is essential for me to understand the necessary steps I need to take to ensure a successful application. I would appreciate it if you could provide me with the following information:

1. A detailed list of documents required for the ZJ visa application.
2. Any specific forms or applications that need to be completed.
3. The processing time for visa applications.
4. Any additional requirements or guidelines that applicants should be aware of.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]