

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

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

Dear [Recipient's Name],

I am writing to express my intent to apply for a ZJ visa and to provide a personal letter in support of my eligibility for this visa.

I am [Your Age] years old and a citizen of [Your Country]. I have recently [explain your situation, e.g., graduated from university, accepted a job offer, etc.], and I am eager to [explain your purpose, e.g., work, study, etc.] in [Destination Country].

I have received a [job offer/admission letter] from [Company/Institution Name], where I will be [describe your role, responsibilities, or program]. My start date is [start date], and this opportunity aligns perfectly with my career aspirations in [your field].

[Provide any additional relevant information, such as family ties, previous visits to the destination country, language skills, etc. that support your application].

I have enclosed all necessary documentation to support my application, including [list documents such as passport copy, job offer letter, proof of qualifications, etc.].

I would be grateful if you could consider my application favorably. I am looking forward to your positive response, and I am excited about the possibility of contributing to [Destination Country] during my stay.

Thank you for your time and consideration.

Sincerely,
[Your Name]