

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

Dear Sir/Madam,

Subject: Application for ZJ Visa

I am writing to formally submit my application for a ZJ visa to reside and work in [Country Name]. I have attached all necessary documents for your review, including my completed application form, passport copies, and supporting materials.

I am currently employed at [Your Company Name] as a [Your Job Title], where I am responsible for [brief description of job responsibilities]. My role is essential for facilitating [mention any important projects or contributions]. I have been offered an opportunity to [reason for visa application, e.g., expand operations, complete a project] in [Location/City] from [Start Date] to [End Date].

Please find enclosed the following documents to support my application:

1. Completed ZJ visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Employment verification letter from [Your Company Name]
5. [Any other necessary documents]

I appreciate your consideration of my application, and I am available to provide any additional information required. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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