

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

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

Dear Consular Officer,

Subject: ZJ Visa Application

I am writing to submit my application for a ZJ visa. I intend to [briefly state the purpose of your stay in China, e.g., "work at XYZ Company as a [Your Job Title]"]. I have included all the necessary documentation as per your requirements.

My application package includes:

1. Completed visa application form
2. Passport (valid for at least six months)
3. Recent passport-sized photograph
4. Employment confirmation letter from [Company Name]
5. Proof of qualifications (degrees, diplomas)
6. Health certificate
7. [Any other required documents]

I assure you that I will comply with all regulations and requirements during my stay in China. Should you require any further information or additional documents, please do not hesitate to contact me.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Company Name] (if applicable)