

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

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

Subject: ZJ Visa Application Documentation

Dear [Consulate/Embassy Official's Name],

I am writing to provide the necessary documentation for my ZJ visa application as requested. Below is a list of the documents I have included:

1. Completed visa application form
2. Valid passport (with a photocopy)
3. Recent passport-sized photographs
4. Employment invitation letter from [Employer's Name]
5. Proof of financial stability
6. Criminal background check
7. Health certificate
8. Additional documents (if applicable)

Please let me know if you require any further information or additional documents. I appreciate your assistance in processing my visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]