

[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]

Subject: Application for ZJ Visa

Dear [Recipient's Name],

I am writing to formally apply for a ZJ visa to [purpose of visit, e.g., work, study, etc.] in [destination country] for [duration of stay]. I am currently [your current position, e.g., a student, employee, etc.] at [your institution or company name] and have been [brief background about your connection to the destination].

My planned travel dates are from [start date] to [end date]. During this time, I intend to [specific activities you will be doing, e.g., attending a conference, participating in an internship, etc.]. I believe this experience will be invaluable for my [career goals, educational objectives, etc.].

I have attached the necessary documentation required for my visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Proof of employment or enrollment
4. Invitation letter from [organization, if applicable]
5. Financial statements to support my stay

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

Sincerely,  
[Your Name]