

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

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

Subject: Application for ZN Visa

Dear [Consul/Officer's Name],

I am writing to formally apply for a ZN visa for [purpose of visit, e.g., work, study] in [Country/City].

I am [briefly introduce yourself, e.g., your name, age, nationality, and background]. I have been offered [describe your job, internship, or educational opportunity, including the organization or institution, duration, and relevance].

Attached, you will find all necessary documents to support my application, including:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Employment/Admission letter
- Proof of accommodation
- Financial statements

I appreciate your consideration of my application and look forward to your positive response. Should you need any further information, please do not hesitate to reach out.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]