

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

Dear Visa Officer,

I am writing to express my intent to apply for a ZN visa and to provide any necessary information to support my application.

I have been offered a position as [Job Title] with [Company Name] located in [City, Country]. This opportunity aligns perfectly with my skills and experience in [your field/industry]. Enclosed are my [resume, job offer letter, and any other relevant documents supporting my application].

I am excited about the chance to contribute to [Company Name] and to immerse myself in the [country's culture/industry environment]. I assure you of my commitment to abide by all laws and regulations during my stay. Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]