

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

[Recipient's Name]  
[Recipient's Position]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for ZR Visa

I am writing to formally submit my application for a ZR visa as required for my upcoming [reason for visa application, e.g., job opportunity, family visit] in [Country].

Please find the following documents attached to support my application:

1. Completed visa application form
2. Passport photographs
3. Copy of my passport (including all relevant pages)
4. [Any other relevant documents, e.g., employment offer letter, invitation letter, etc.]
5. [Additional documents as necessary]

I appreciate your assistance in processing my application and look forward to your prompt response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]