

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

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

Subject: ZR Visa Application

Dear [Consul/Consular Officer's Name],

I am writing to formally apply for a ZR visa to [Country Name]. I have attached all necessary documents required for the application process.

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]

Purpose of Visit:

I intend to [briefly explain the purpose of your visit, e.g., work, study, etc.]. I have been offered a position at [Company/Organization Name] to [specific role/job description].

Required Documents:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Invitation letter from [Company/Organization Name]
5. [Any other documents you are including]

I kindly request you to process my application at your earliest convenience. Should you need any further information or documents, please feel free to contact me directly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]