

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Subject: Intent Letter for ZR Visa Application

Dear [Recipient's Name],

I am writing to formally express my intent to apply for a ZR visa. I plan to [briefly explain the purpose of your visit/stay, e.g., work, study, etc.], which is scheduled to commence on [start date] and conclude on [end date].

During my time in [country/region], I aim to [explain specific goals, projects, or experiences you intend to pursue]. I am confident that this opportunity will [talk about how this experience will benefit you and/or contribute to your field].

Attached to this letter, you will find [list any supporting documents included, e.g., resume, invitation letter, etc.].

I appreciate your time and consideration regarding my application. I look forward to the opportunity of contributing to [mention any relevant entity or institution] and to the possibility of receiving the ZR visa.

Thank you for your attention to my request. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]