

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Subject: Request for ZR Visa

Dear [Recipient Name],

I am writing to formally request the issuance of a ZR visa to [specify the purpose, e.g., work, study, etc.] in [Country] for the duration of [specific time frame].

I have been offered a [position/course] at [Company/University Name], and I am excited about the opportunity to contribute to [describe briefly what you will be doing].

Please find enclosed the required documentation for my visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Any other supporting documents, e.g., employment offer letter, admission letter, etc.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]