

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Immigration Office/Consulate Address]

[City, State, Zip Code]

Subject: ZR Visa Application Processing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the processing of my ZR visa application submitted on [submission date].

I have enclosed all necessary documents, including [list relevant documents, e.g., job offer letter, completed application form, financial statements, etc.], to support my application.

Please let me know if any additional information is required. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Number]

[Your Passport Number (if applicable)]