

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

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

Dear [Recipient's Name],

Subject: Application for ZR Visa

I am writing to formally apply for a ZR visa to [Country Name]. My purpose for traveling is [state purpose, e.g., work, research, etc.]. I have attached all the necessary documentation to support my application, including [list documents, e.g., passport, employment letter, invitation letter, etc.]. I assure you that I will comply with all visa regulations and respect the laws of [Country Name] during my stay.

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]