

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

Consulate General of [Country]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a ZR visa for [specific purpose, e.g., employment, study, etc.] in [Country]. I have been granted an opportunity to [briefly describe the opportunity, such as work for a specific company, attend a university, etc.], starting on [start date].

I believe that obtaining this visa is essential for [state reasons or benefits, e.g., "advancing my career", "achieving my educational goals", etc.]. I have enclosed all required documents, including [list key documents, e.g., job offer letter, enrollment confirmation, etc.], to support my application.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]