

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Request for ZR Visa

Dear [Consular Officer's Name],

I am writing to apply for a ZR visa for [specific purpose - e.g., employment, studies, etc.] in [country]. I have been offered [position/program] with [company/university name] and am excited about the opportunity to [brief description of your intent].

Details of my offer are as follows:

- Position/Program: [Position/Program Title]
- Company/University: [Company/University Name]
- Duration of Stay: [Start Date] to [End Date]

Attached please find the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Employment/Admission letter
5. Proof of financial means
6. Health insurance certificate

I kindly request your favorable consideration of my application. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]