

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: ZR Visa Letter of Intent

I am writing to formally express my intent to apply for a ZR visa to [Country/Region] and outline my purpose for seeking this visa.

I intend to [briefly describe your purpose, such as work, study, or visit, and any relevant details]. My [experience, background, or qualifications] makes me a suitable candidate for this opportunity.

I plan to [describe specific activities, projects, or goals you aim to achieve]. This experience is essential for my [career development, research, etc.], and I believe it aligns with the objectives of [Company/Organization Name].

I appreciate your consideration of my intent to apply for the ZR visa and look forward to the opportunity to contribute positively to [Company/Organization Name] and the community in [Country/Region].

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]