

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

[Immigration New Zealand]  
[Office Address]  
[City, Zip Code]

Dear [Immigration Officer/Specific Name if known],  
\*\*Subject: Application for [Type of Visa]\*\*

1. \*\*Introduction\*\*

Briefly introduce yourself and state your purpose for writing. Mention the visa type you are applying for.

2. \*\*Personal Background\*\*

Provide details about your background, including:

- Full name,
- Date of birth,
- Passport number,
- Country of citizenship,
- Current residence.

3. \*\*Purpose of Visit\*\*

Explain the reasons for your visit to New Zealand. Include:

- Duration of stay,
- Specific locations you intend to visit,
- Activities planned.

4. \*\*Supporting Documents\*\*

List the documents you are submitting with your application, such as:

- Completed visa application form,
- Passport-sized photographs,
- Proof of funds,
- Travel itinerary,
- Accommodation details,
- Any sponsors or invitation letters.

5. \*\*Financial Sufficiency\*\*

Outline how you plan to support yourself financially during your stay. Provide proof of employment, bank statements, or sponsorship details if applicable.

6. \*\*Conclusion\*\*

Summarize your application and reaffirm your intentions to comply with New Zealand's immigration laws. Thank the officer for considering your application.

7. \*\*Contact Information\*\*

Provide your preferred method of contact for follow-up.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]