

[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: Visa Application for [Your Full Name]

I am writing to formally apply for a [specific type of visa] to New Zealand. I intend to [briefly explain your reason for visiting, e.g., work, study, visit family, tourism]. My planned dates of travel are from [start date] to [end date].

I have attached all required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of funds
5. [Any other relevant documents]

Please let me know if you require any further information or documentation. I appreciate your time and consideration.

Thank you for your assistance.

Sincerely,

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