

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

[Date]
[New Zealand Visa Application Office]
[Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Application - [Type of Visa]

I am writing to formally apply for a [type of visa] to visit/relocate to New Zealand. I intend to stay for [duration of stay] beginning from [proposed date of arrival].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Valid passport (and copies)
3. Proof of financial means (bank statements)
4. Proof of accommodation (reservation details or rental agreement)
5. [Any additional documents such as employment letter, invitation letter, etc.]

The purpose of my visit is [explain reason for your visit, e.g., tourism, study, work, family reunion, etc.].

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

Sincerely,
[Your Name]