

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
[New Zealand Immigration]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for New Zealand Visa

I am writing to formally submit my application for a [type of visa, e.g., visitor, student, work] visa to New Zealand. I plan to [briefly explain the purpose of your visit, e.g., study, work, travel] and intend to stay from [start date] to [end date].

Please find attached the required documents as outlined in the application guidelines, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Other documents, e.g., proof of funds, invitation letter, etc.]

I believe I meet all the necessary criteria for the visa and am excited about the opportunity to experience New Zealand and contribute positively during my stay.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]