

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department of Immigration]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for New Zealand Work Visa

I am writing to formally submit my application for a New Zealand Work Visa. I am eager to contribute my skills and expertise in [Your Field/Industry] and believe that New Zealand offers a great opportunity for my career growth.

[Briefly introduce yourself, including your current employment status, qualifications, and any relevant work experience.]

I am applying for the [specific type of work visa, e.g., Essential Skills Work Visa] and have attached all necessary documents to support my application, including:

1. Completed Visa Application Form
2. Proof of Identity (e.g., passport copy)
3. Job Offer from [Employer's Name]
4. [Any other relevant documents]

I am committed to adhering to all regulations and requirements set forth by Immigration New Zealand. I appreciate your consideration of my application and look forward to the opportunity to contribute to the workforce in New Zealand.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]