

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Visa Officer's Name]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, ZIP Code]

Dear [Visa Officer's Name/To Whom It May Concern],  
Subject: Visitor Visa Application for [Visitor's Full Name]  
I am writing to support the visa application of [Visitor's Full Name],  
who wishes to visit New Zealand from [start date] to [end date].  
The purpose of [his/her/their] visit is to [briefly explain purpose,  
e.g., tourism, family visit, etc.]. During [his/her/their] stay,  
[he/she/they] intends to visit [mention places or events, if applicable]  
and experience the culture of New Zealand.  
[Visitor's Full Name] will be staying at [place of accommodation] during  
[his/her/their] visit. [He/She/They] will be responsible for  
[his/her/their] financial needs while in New Zealand and has attached  
proof of financial capability, including [mention any relevant documents,  
e.g., bank statements, sponsorship letters, etc.].  
I will ensure that [Visitor's Full Name] returns to [his/her/their home  
country] before the visa expires. Please find attached [mention any  
supporting documents, e.g., itinerary, proof of ties to home country,  
etc.].

Thank you for considering this application. If you require any more  
information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]