

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visitor Visa Confirmation

I am writing to confirm that [Visitor's Full Name] has been granted a visitor visa to New Zealand. The details of the visa are as follows:

- Visa Type: Visitor Visa
- Visa Number: [Visa Number]
- Issue Date: [Issue Date]
- Expiry Date: [Expiry Date]
- Duration of Stay: [Duration]

[Visitor's Full Name] will be visiting New Zealand from [Start Date] to [End Date]. The purpose of this visit is [Purpose of Visit].

For any further information or assistance, please feel free to contact me at the above phone number or email.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Visitor]