

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

Visa Application Office

[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Subject: Request for Short-Term Visa to New Zealand

Dear Visa Officer,

I am writing to apply for a short-term visa to visit New Zealand for [specific purpose, e.g., tourism, business, family visit] from [start date] to [end date]. I plan to arrive in New Zealand on [arrival date] and depart on [departure date].

During my stay, I will be residing at [address or hotel name] and I have attached my travel itinerary for your reference. I am fully aware of New Zealand's immigration regulations and I assure you that I will comply with all the terms of my visa.

Please find enclosed the required documents to support my application, including:

1. Completed visa application form
2. Valid passport copy
3. Recent passport-sized photographs
4. Proof of accommodation
5. Travel itinerary
6. Evidence of sufficient funds
7. [Any other supporting documents]

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

Sincerely,  
[Your Name]