

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

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

Subject: Request for New Zealand Travel Visa

Dear [Recipient's Name],

I am writing to provide the necessary information and documentation for my application for a travel visa to New Zealand.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Intended travel dates: [Start Date] to [End Date]
- Purpose of Visit: [Tourism/Business/Family Visit/etc.]

**\*\*Travel Itinerary:\*\***

- Arrival in New Zealand: [Arrival Date]
- Departure from New Zealand: [Departure Date]
- Places to be visited: [List of locations]

**\*\*Accommodations:\*\***

- Hotel/Hostel Name: [Name]
- Address: [Address]
- Reservation Confirmation Number: [Number]

**\*\*Financial Support:\*\***

- Bank Statement: [Attached/Not Attached]
- Employment Letter (if applicable): [Attached/Not Attached]

Please find attached all required documents, including my completed visa application form, passport photographs, and any additional information you may need.

Thank you for considering my application. I look forward to the opportunity to visit New Zealand and experience its beautiful landscapes and culture.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]