

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

Dear Sir/Madam,

I am writing to apply for a visa to visit Japan from [start date] to [end date]. The purpose of my visit is [state purpose, e.g., tourism, business, family visit].

I have attached all necessary documents, including my itinerary, financial statements, and proof of accommodation. I assure you that I will comply with all visa regulations during my stay.

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

Sincerely,  
[Your Name]