

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General of Japan]  
[Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to apply for a tourist visa to Japan. I plan to visit from [Start Date] to [End Date] and would like to explore the rich culture, history, and natural beauty of your country.

I am currently employed at [Your Company/Organization] as a [Your Position] and have been granted [number of days] for my vacation. My itinerary includes visiting cities such as [City Names] and engaging in activities such as [Activities Planned].

I have made the necessary travel arrangements including round-trip airfare and hotel reservations, attached for your reference. I assure you that I will comply with all regulations and return to [Your Country] upon completion of my visit.

Thank you for considering my application. I look forward to the opportunity to experience Japan.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]