

[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,

Subject: Application for Japan Visa

I am writing to formally submit my application for a [type of visa, e.g., tourist, business] visa to Japan. My intended travel dates are from [start date] to [end date], during which I plan to visit [list places you intend to visit or purpose of visit].

I have attached the required documents, including my passport, completed visa application form, itinerary, proof of accommodation, financial statements, and any additional documents required for my application.

I kindly request your assistance in processing my visa application, and I am available for any further information or clarification needed.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hardcopy)]

[Your Printed Name]