

[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,

Subject: Application for Japan Visa

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

I have attached the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-size photographs
3. Copy of my passport
4. Flight itinerary
5. Accommodation details
6. Proof of financial means
7. Itinerary of my stay in Japan

I appreciate your consideration of my visa application and look forward to your positive response. Please feel free to contact me should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]