

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Consul/Consular Officer's Name],

Subject: Application for Japan Visa

I am writing to formally apply for a Japan visa to [state purpose of visit, e.g., tourism, business, study, etc.]. I intend to visit Japan from [start date] to [end date] and kindly request your consideration for my application.

During my stay, I plan to [briefly outline your itinerary, including places to visit or meetings to attend]. I have attached all required documentation, including my passport, completed application form, travel itinerary, accommodation details, and proof of financial support.

I assure you that I will comply with all the laws and regulations during my visit and will return to [your home country] before my visa expires.

Thank you for considering my application. I look forward to your favorable response. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]