

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

Dear Visa Officer,

Subject: Application for Japan Visa

I, [Your Name], am writing to apply for a [type of visa, e.g., tourist, business] visa to Japan, intending to visit from [start date] to [end date].

I will be traveling to Japan for [briefly explain purpose of visit, e.g., tourism, business meetings]. During my stay, I plan to [provide details of the itinerary or activities planned].

I have attached the following documents to support my application:

- Completed visa application form
- Passport-sized photographs
- Valid passport
- Travel itinerary
- Proof of accommodation
- Financial statements
- [Any other supporting documents]

I assure you that I will comply with all immigration laws and regulations during my stay in Japan.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]