

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

Dear Visa Officer,

I am writing to apply for a [type of visa, e.g., tourist, business] visa to visit Japan from [start date] to [end date]. The purpose of my visit is [briefly state reason, e.g., tourism, business meetings].

During my stay, I plan to visit [list key locations or activities]. I have made necessary arrangements for my accommodation and travel, and my flight details are as follows: [provide flight information].

I have enclosed the required documents, including my completed application form, passport, photographs, financial statements, and itinerary.

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

Sincerely,  
[Your Name]