

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

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

Subject: Application for Japan Visa

Dear [Consul General/Consulate Officer's Name],
I am writing to formally apply for a [type of visa, e.g., tourist, business, student, etc.] visa to visit Japan. My planned travel dates are from [start date] to [end date], during which I intend to visit [cities/regions of interest].

Purpose of Visit:

[Explain the purpose of your visit in detail, including any relevant information about where you will stay, who you will meet, and the activities you intend to do.]

Personal Background:

[Provide a brief introduction about yourself, including your occupation, educational background, and any relevant ties to your home country that support your application.]

Financial Support:

[Discuss how you plan to financially support yourself during your stay, including any attached bank statements, sponsorship letters, etc.]

Attached Documents:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (including the bio-data page)
4. [Any additional documents relevant to your application - itinerary, invitation letters, proof of employment, etc.]

I assure you that I will comply with all laws during my stay in Japan and will return to [your home country] before my visa expires.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]