

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

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

Subject: Visa Application Letter

Dear [Consul/Embassy Official's Name],

I am writing to apply for a [specific type of visa, e.g., tourist, business, student] visa to Japan. My name is [Your Full Name], and I am a citizen of [Your Country]. I plan to visit Japan from [start date] to [end date] for [purpose of visit, e.g., tourism, business meetings, study].

During my stay in Japan, I will be residing at [hotel name/address or host's address] and I have planned to visit [places you intend to visit or activities planned].

[Explain your financial means to support the trip and your ties to your home country, e.g., employment, family, etc.].

Attached to this letter are the following documents:

1. Completed visa application form
2. Valid passport (with blank pages)
3. Recent passport-sized photographs
4. Proof of financial means (bank statements, salary slips, etc.)
5. [Any other relevant documents]

I appreciate your consideration of my application and look forward to the opportunity to experience the culture and beauty of Japan.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]