

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

Dear Sir/Madam,

I am writing to apply for a visa to travel to Japan for [reason for visit, e.g., tourism, business, study, etc.], scheduled from [start date] to [end date]. I am excited about the opportunity to experience Japan's rich culture, history, and [mention any specific attractions or activities].

I have attached all required documents, including my completed visa application form, passport-sized photographs, a copy of my travel itinerary, proof of accommodation, and financial statements.

[Optional: Briefly describe your current occupation or studies and any ties to your home country that will ensure your return.]

Thank you for considering my application. I look forward to the opportunity to visit Japan.

Sincerely,

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