

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

Embassy of Japan
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Japan Visa Application

I am writing to formally request a visa to visit Japan for [duration of stay] from [start date] to [end date]. The purpose of my visit is to [state purpose, e.g., tourism, business, study, etc.].

I have attached all the required documents, including my completed visa application form, passport-sized photographs, and proof of sufficient funds for my stay.

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

Sincerely,
[Your Name]