

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Japan Work Visa

I am writing to formally apply for a work visa to Japan. I have been offered a position as [Job Title] at [Company's Name], effective from [Start Date].

Enclosed with this letter are the necessary documents for your review:

1. Completed visa application form
2. Passport copies
3. Employment contract
4. Company invitation letter
5. Certificate of eligibility (if available)
6. [Any additional documents]

I believe my background in [Your Field/Industry] and my skills in [Specific Skills] make me a suitable fit for this role. I am eager to contribute to [Company's Name] and embrace the opportunity to work in Japan.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]