

[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 for [Your Full Name]

Dear Sir/Madam,

I am writing to apply for a [type of visa] visa to Japan for the purpose of [briefly state your purpose - tourism, business, study, etc.]. I plan to travel from [start date] to [end date], during which I will be visiting [places you plan to visit, if applicable].

Enclosed with this letter are the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. A valid passport
4. Flight itinerary
5. Proof of accommodation
6. Financial statements

I appreciate your consideration of my application. Please feel free to contact me if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

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