

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

The Consulate General of Japan

[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Japan Visa

I am writing to apply for a [type of visa, e.g., tourist, business, student] visa to visit Japan. I plan to travel from [start date] to [end date] and will be staying at [hotel name/address or host's name/address]. The purpose of my visit is [brief explanation of your purpose, e.g., tourism, attending a conference, studying].

Please find attached the required documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Travel itinerary
5. Proof of accommodation
6. Financial statements
7. [Any other relevant documents]

I assure you that I will respect the laws of Japan during my stay. Thank you for considering my application. I look forward to your positive response.

Sincerely,

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