

[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 formally request a visa to visit Japan for [purpose of visit, e.g., tourism, business, study] from [start date] to [end date]. I plan to [briefly outline your itinerary or purpose].

Enclosed are my completed application form, passport photographs, and other required documents for your review.

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

Sincerely,

[Your Name]
[Your Passport Number]