

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Visa Officer,

I am writing to provide a character reference for [Applicant's Full Name], who is applying for a visa to Japan. I have known [Applicant's First Name] for [duration of your relationship] as [your relationship, e.g., friend, colleague, etc.], and I can attest to their character and integrity.

Throughout my acquaintance with [Applicant's First Name], I have witnessed their exemplary behavior and responsible nature. [He/She/They] is a person of high moral standards, showing respect and kindness towards others. [Provide a specific example or anecdote that illustrates their character.]

[Applicant's First Name] plans to visit Japan for [purpose of visit], and I firmly believe that [he/she/they] will abide by all local laws and regulations during [his/her/their] stay. [He/She/They] has demonstrated reliability and respect for cultural norms in the past, and I am confident that this will continue in Japan.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or clarification.

Thank you for considering this reference as part of [Applicant's First Name]'s visa application.

Sincerely,

[Your Name]
[Your Title/Occupation, if applicable]
[Your Relationship to the Applicant]