

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

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request a work visa for my employment in Japan. I have been offered a position as [Job Title] at [Company Name], starting on [Start Date]. I am excited about the opportunity to contribute to your esteemed organization and to immerse myself in Japan's vibrant culture.

Enclosed are the required documents:

1. Copy of my passport
2. Employment contract
3. Letter of confirmation from [Company Name]
4. Educational certificates
5. [Any additional documents]

I kindly request your assistance in processing my work visa application at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]