

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, Prefecture, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance in sponsoring me for a visa to Japan. I am planning to [explain the purpose of your visit, e.g., work, study, visit family, etc.] from [start date] to [end date].

[Provide details about your relationship with the recipient or the organization, the nature of your visit, and any supporting evidence for your request.]

I would greatly appreciate your support in this matter and can provide any additional information you may need. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]