

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General's Address]  
[City, State, Zip Code]  
Subject: Application for Business Visa to Japan

Dear Sir/Madam,

I am writing to formally apply for a Business Visa to Japan. My name is [Your Name], and I am currently employed as [Your Position] at [Your Company Name], located at [Company Address].

I will be traveling to Japan from [Start Date] to [End Date] to engage in [brief description of business activities, e.g., meetings, negotiations, conferences]. This trip is essential for [explain the purpose, e.g., exploring new business opportunities, attending a trade fair, etc.].

In support of my application, I have enclosed the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport (with at least six months validity)
4. Invitation letter from [Japanese company or partner]
5. Confirmation of hotel reservations
6. Itinerary of travel
7. Proof of company registration

I am committed to complying with all regulations and requirements during my stay in Japan and assure you that I will return to [Your Country] upon completion of my business activities.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]