

[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,

Subject: Application for Multiple-Entry Visa

I am writing to apply for a multiple-entry visa to Japan. My name is [Your Name], and I hold the passport number [Your Passport Number]. I am a [Your Occupation] currently residing in [Your Country].

I plan to travel to Japan for [purpose of travel, e.g., business, tourism, family visit] on multiple occasions due to [brief reason for needing a multiple-entry visa, e.g., ongoing business trips, family connections, etc.].

I have previously visited Japan on [any previous visits, if applicable, and dates], and I have ensured that I complied with all visa regulations during my stay. I have attached the necessary documents, including my itinerary, proof of accommodation, financial statements, and any other relevant paperwork to support my application.

I would be grateful if you could consider my application for a multiple-entry visa. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]