

[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,

I am writing to apply for a tourist visa to Japan for my upcoming visit from [Start Date] to [End Date].

I plan to explore [mention places you intend to visit, e.g., Tokyo, Kyoto, Osaka] and experience the rich culture and history of Japan. My itinerary includes [briefly outline your travel plans and any booked accommodations].

I am currently employed at [Your Employer] as a [Your Job Title], and I have taken a leave of absence for this trip. Attached are my employment letter and proof of income to confirm my financial stability.

I assure you of my intention to return to [Your Country] after completing my trip, as I have [mention ties to your home country, e.g., family, job, etc.].

Please find enclosed the required documents for your review, including:

- Completed visa application form
- Passport-sized photographs
- Passport (valid for at least six months)
- Flight itinerary
- Hotel reservations
- Financial statements
- Travel insurance

Thank you for considering my application. I look forward to the opportunity to visit Japan and experience its beauty.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]