

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

Dear Sir/Madam,

I am writing to support the visa application of [Applicant's Name], who is planning to visit Japan for [purpose of the visit, e.g., tourism, business, etc.] from [start date] to [end date].

[Applicant's Name] is [brief description of the applicant, e.g., their relationship to you, their profession, etc.]. During their stay, they will be [briefly describe the planned itinerary, accommodation, and purpose].

We assure you that [Applicant's Name] will adhere to all laws and regulations of Japan during their visit and will return to [his/her/their home country] after the trip. I am willing to provide any further supporting documents or information if needed.

Thank you for considering this application.

Sincerely,

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