

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

The Consulate-General of Japan

[Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Tourist Visa Application

I am writing to apply for a tourist visa to Japan for my upcoming trip scheduled from [start date] to [end date]. I am [briefly introduce yourself, e.g., a resident of [Your Country] and currently employed at [Your Company]].

During my stay in Japan, I plan to visit [list specific places you intend to visit, e.g., Tokyo, Kyoto, etc.] and experience the rich culture and history of your beautiful country. My itinerary includes [briefly outline your travel plans, e.g., stay duration in each city, key attractions, etc.].

I have enclosed the following documents to support my visa application:

1. Completed visa application form
2. Recent passport-sized photographs
3. Valid passport
4. Detailed itinerary of my trip
5. Proof of accommodation
6. Financial statements to demonstrate my ability to cover my expenses
7. Employment verification letter

I kindly request your assistance in processing my application. Please do not hesitate to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for considering my application. I look forward to the opportunity to visit Japan.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]