

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

Subject: Japan Visa Application

Dear Sir/Madam,

I am writing to apply for a visa to visit Japan for [purpose of visit, e.g., tourism, business, study] from [start date] to [end date]. I am very much looking forward to experiencing the culture and attractions that Japan has to offer.

Please find the following documents attached to support my visa application:

1. Completed visa application form
2. Passport-sized photographs (x2)
3. Copy of my valid passport (including the bio-page)
4. Flight itinerary/reservation
5. Hotel reservation details
6. Proof of financial means (bank statements)
7. Employment verification letter
8. Travel insurance policy covering the duration of stay
9. Any additional documents required (e.g., invitation letter, if applicable)

I trust that you will find all the necessary documents in order. I appreciate your consideration of my visa application and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Name]