

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Application

I am writing to apply for a [type of visa] to visit Japan for [duration of stay] from [start date] to [end date]. The purpose of my visit is [explain the reason for travel, e.g., tourism, business, study, etc.].

I have attached all the necessary documents required for my visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. [Other required documents, e.g., travel itinerary, financial statements, invitation letter, etc.]

I kindly request you to process my application at your earliest convenience. Please do not hesitate to contact me if you require any further information.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]