

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

Embassy of Japan
[Embassy Address]
[City, State, Zip Code]

Dear Visa Officer,

Subject: Application for Multiple-Entry Visa to Japan

I am writing to formally request a multiple-entry visa to Japan. I have a strong personal and professional interest in traveling to Japan for [reason for travel, e.g., business meetings, tourism, cultural exchanges].

As a [your occupation] with [your company/organization] and a passion for [specific interests related to Japan], I aim to visit Japan multiple times over the next few years. I believe that a multiple-entry visa will facilitate my travels and allow me to engage more meaningfully with the culture and people of Japan.

I have attached the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Financial statements demonstrating my ability to support my travels
4. Itinerary of planned trips to Japan
5. [Any additional documents required]

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

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