[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Consulate General of Japan] [Consulate Address] [City, State, Zip Code] Subject: Japan Visa Application - [Your Full Name] Dear Sir/Madam, [Body of the letter, including purpose of visit, travel dates, and any other relevant information.] Thank you for your consideration. Sincerely, [Your Signature (if sending a hard copy)] [Your Printed Name]