

Date:

To,  
The Visa Officer  
Consulate General of Japan  
Kolkata

Subject: Request for a Tourist Visa

Dear Sir / Madam,

I, \_\_\_\_\_(Name) holding passport number \_\_\_\_\_ would like to travel to Japan for tourism purpose for \_\_\_\_\_(Duration of Stay).

(If Applicable), the below mentioned will be accompanying me on this trip. (Spouse/Children etc)

**Name**

**Passport number**

**Relation**

Please find the visa application form duly filled and signed along with the valid passport, Photographs and the relevant documents for your perusal.

All the expenses will be borne by me on this trip.

Kindly consider the application and grant necessary visa.

Thanking You,

XYZ

(Contact Details)