Mr. xxxxxx

Home add:

Tel:

Email id:

Date: 00/00/2019

To,

The Visa Officer,

Consulate General of Japan,

Mumbai.

Sub: Request for Issuance of Tourist visa

Dear Sir/Madam,

I am pleased to inform you that I, xxxx along with my wife Mrs. xxxx for a vacation from 00/00/2019 to 00/00/2019. During this visit all the travel expenses will be borne by us. Following are our passports details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s name** | **Passport’ s no.** | **Date of Issue** | **Date of Expiry** |
| Mr. xxxx | xxxxx | Dd/mm/yyyy | Dd/mm/yyyy |
| Mrs. xxxx | xxxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed completed filled and signed visa application forms, passports, photographs, hotel voucher copies, bank statements, tax returns and other necessary documents for your ready reference.

I would appreciate if you could grant us a tourist visa for the necessary period and I also confirm that we will return back to India at the end above mentioned period.

If you need any other clarification, please contact the undersigned.

Thanking you,

Yours truly,

Mr. xxxx