**COVER LETTER**

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| --- | --- |
| To,The Visa Officer,Embassy of Japan,Delhi,India |  Date |

To whom it may concern,

My name is……………………… and I am from India. I am applying from India and I am applying for a Temporary Visitor Visa for Tourism. In discussing that I am a genuine and credible applicant for a Japan Tourism Visa, this letter will cover;

* A list of the supporting documents that I am submitting to support my application
* The purpose of my visit
* The reasons why I will comply with the terms of my visa and why I will not overstay
* My ability to adequately maintain myself during my intended trip
* Information relating to my sponsor *(if you have a sponsor, or else omit this part)*
* Contact details of other relevant persons you may wish to contact

**List of Supporting Documents**

In support of my temporary visitor visa for tourism application, I have included the following documents

|  |  |
| --- | --- |
| Appendix | Document |
| 1234 | Copy of my passportTravel itineraryFinancial evidence *(your financial proofs, mention the type of proof you are submitting)*NOC *(if you are submitting one, requirement varies from centre to centre)* |
| 5678 | Letter of consent and sponsorship from my ………….. and his/her/their financial evidence. *(if you have a sponsor, or else omit this part)*Relationship proof with sponsor *(mention the proof you are submitting)*Onward and Return Air ticketsHotel Bookings |

**The Purpose of my Visit**

The purpose of my visit:

1. To explore the beautiful country including cities like Tokyo, Osaka, Kyoto and visit the tourist spots.
2. To accompany my *(mother, father, spouse, etc)* who will also be travelling on the same dates and has applied for a tourist visa. *(omit this point if you are travelling alone)*

I will fly from ……………., India on *full date* and land in Tokyo/Osaka/*(the airport city)* on *full date*. I will explore the country for …… days and leave from Tokyo/Osaka/*(the airport city)* on *full date* for………….., India.

Complete travel itinerary has been attached.

**Why I will not overstay the** **temporary visitor visa for tourism**

I fully intend to return to India before my Japan visitor visa expires. I have a good life back home and have no reason or intention to overstay.

The following are the reasons that I would like you to consider when deciding my application:

My good immigration history

My unblemished immigration history is an indication that suggests that I am likely to comply with the terms of my Japan temporary visitor visa for tourism and return to my home country prior to the expiry of this visa.

I have been to *(mention all the countries you have visited in last 5 years*) in the past 5 years and have always returned on time.

Family ties to my home country

I have family back home which is another indication that I will return to my home country prior to my visa expiring.

Financial and economic ties to my home country

*Write About your job/business.*

**My ability to adequately maintain myself during my visit to Japan**

*If you are paying your own expenses, you may type this –*

I confirm that I can adequately maintain myself. To support this, my sources of income and financial assets are highlighted below.

**My sources of income**

*Write about the financial proofs attached.*

*If somebody is sponsoring you, you may type this* –

I confirm that my …………….. who is accompanying me in this trip will sponsor and bear all the cost incurred in this trip. I have attached the consent letter from her. I have also attached his/her/their financial records. *(you can omit the “accompanying me” part if travelling alone)*

**My sponsor**

I am being fully sponsored by *NAME* who is my ……….. . He/She/They will bear the full cost of the trip.

I can confirm that the relationship between myself and *NAME* is genuine. Please see the attached documents regarding this which includes the attached letter which confirms that he/she/they is/are prepared to sponsor me.

**Relevant contact details**

It is appreciated that you may want to contact my family and friends in order to verify my intentions. If you would like to do so, the following are some useful contact details for my family and friends;

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship to me | Phone number | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If you would like to contact any other individuals or organisations and I have not provided their contact details, please feel free to get in touch and I will be more than happy to provide them for you

Finally, I can confirm that the information provided above is true to the best of my knowledge and belief.

Your faithfully,

*Name*  (Passport No. – )

*Signature*