**To:** consular@dc.mofa.go.jp

**Subject: Request of Appointments for visa applications**

Dear Consular,

I am ………(Name)………., applying to make an appointment for a visa application at the Japanese Embassy in Bangladesh. The required information is given below-

(A1）Name: ………(Name)…….

(A2）Contact Number: 01712….. ……..  
(A3）Passport Number: …………..  
(A4)   Date of Birth: …………….  
(A5）Purpose of Visit Japan:…………...

Accompany person:

(B1）Name: ……(If any her/his name)………

(B2）Contact Number: ……………..

(B3）Passport Number: …………….  
(B4)   Date of Birth: …………………  
(B5）Purpose of Visit Japan: ​…………....

I've attached the excel file for the embassy-prescribed appointment format document.

I appreciate your consideration. I am looking forward to hearing from you.

With Best Regards,

………NAME……..

………Designation…………………

………Company………

Dhaka, Bangladesh.  
Phone: ………………

Email:……………………….