

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

[Country]

Dear [Recipient's Name],

Subject: Invitation for Business Visa Application

We are pleased to invite you to visit [Your Company Name] located at [Your Company Address] in [City, Japan] for the purpose of [state purpose - e.g., business meetings, negotiations, conferences, etc.]. Your visit is scheduled from [Start Date] to [End Date].

During your stay, we will be discussing [briefly outline agenda/topics of discussion]. We believe that your participation will greatly contribute to the success of our business collaboration.

We will provide all necessary support for your visa application, including confirmation of the meeting and any required documents.

We look forward to welcoming you in Japan. Should you require any additional information or assistance, please feel free to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Number]

[Your Email Address]

[Company Website]