

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invitation Letter for Japan Visa Application

I hope this letter finds you in good health. I am writing to formally invite you to visit Japan for [mention purpose: tourism, business, family visit, etc.] from [start date] to [end date].

During your stay in Japan, you will be residing at [Your Address in Japan] and I will be responsible for your accommodation, meals, and any other expenses incurred during your visit.

The planned itinerary includes [briefly outline the activities, places to visit, and any specific events, if applicable]. This visit will not only allow us to [mention the significance of the visit: strengthen ties, conduct business, etc.], but also immerse in the unique culture and beauty that Japan has to offer.

I assure you that you will return to [Your Home Country] before the expiration of your visa as you have [mention any obligations, responsibilities, or ties to home country that ensure return].

Enclosed are copies of my documents for your reference:

1. Copy of my residence card/visa
2. Copy of my passport
3. Proof of employment or financial statements

Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you require any further information or documentation.

Thank you for considering this invitation. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]