

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General of Japan]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Invitation Letter for Japan Visa Application

I, [Your Full Name], residing at [Your Address], am writing to invite [Visitor's Full Name] who resides at [Visitor's Address] to visit me in Japan from [Start Date] to [End Date].

Purpose of Visit:

[Explain the purpose of the visit, e.g., sightseeing, attending an event, family visit, etc.]

During their stay in Japan, I will be responsible for [Visitor's Full Name]'s accommodation, transport, and other expenses. [Include any details about accommodation arrangements, places you plan to visit, etc.] [Visitor's Full Name] is a [Relationship, e.g., friend, family member] and has a valid passport ([Passport Number]). They are a [Visitor's Occupation, e.g., student, employee, etc.].

Please find attached copies of my residence card, passport, and any other relevant documents.

I kindly ask for your assistance in granting [Visitor's Full Name] the necessary visa to enter Japan.

Thank you for considering this request. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]