

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

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

Dear [Recipient's Name],

Subject: Formal Invitation Letter for Japan Visa Application

I, [Your Full Name], residing at [Your Address], am writing this letter to formally invite you, [Recipient's Full Name], to visit me in Japan from [start date] to [end date].

The purpose of your visit is [state purpose, e.g., tourism, family visit, business meeting, etc.]. During your stay, you will be residing at my home at the address mentioned above.

I assure you that I will take full responsibility for your accommodation, travel expenses, and any other necessary arrangements during your visit.

Please find attached the required documents to support your visa application, including proof of my residence and financial capacity.

Thank you for considering my invitation. I look forward to your acceptance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Recipient]