

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

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

Subject: Invitation Letter for Japan Visa

Dear [Recipient's Name],

I am writing to formally invite you to visit me in Japan. I am a resident of [Your City, Country], and I am excited to host you during your stay from [Start Date] to [End Date].

The purpose of your visit is [state purpose, e.g., tourism, family visit, business, etc.]. During your time here, I will ensure that you have accommodation and all necessary support.

Details of my residence:

- Address: [Your Full Address]
- Duration of Stay: [Number of Days/Weeks]
- Accommodation: [Details about where the visitor will stay]

I will also be responsible for your financial expenses during your stay, including [list any expenses covered, e.g., food, transportation, activities, etc.].

Please feel free to contact me should you need any additional information to assist in your visa application.

Looking forward to welcoming you!

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]