

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

Dear Sir/Madam,

Subject: Invitation Letter for Multiple-Entry Visa Application

I, [Your Name], residing at [Your Address], am writing this letter to formally invite [Visitor's Name], who resides at [Visitor's Address], to visit Japan for the purpose of [state purpose: tourism, business, etc.]. [Visitor's Name] intends to visit from [start date] to [end date], and may require multiple entries into Japan during this period to [explain why multiple entries are necessary, e.g. attend meetings, travel to different cities, etc.].

I will be responsible for their accommodation and any expenses incurred during their stay in Japan. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]