

[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: Invitation Letter for Japan Visa

I am writing to formally invite you to visit Japan for the purpose of [reason for visit, e.g., tourism, business meeting, family visit]. I hope to provide you with a comfortable and enjoyable stay during your time here.

Details of the Invitee:

- Full Name: [Invitee's Full Name]
- Date of Birth: [Invitee's Date of Birth]
- Nationality: [Invitee's Nationality]
- Passport Number: [Invitee's Passport Number]
- Relationship to Inviter: [Your Relationship to Invitee]

Visit Details:

- Purpose of Visit: [Specify Purpose]
- Duration of Stay: [Start Date] to [End Date]
- Accommodation: [Details of accommodation arrangements]

I will ensure that you will have all necessary support and guidance during your stay in Japan. Should you require any assistance with your visa application process, please do not hesitate to contact me. Please let me know if you require any additional information to facilitate your visa application.

Thank you, and I look forward to welcoming you to Japan soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]