

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I, [Your Name], am a resident of Japan, currently residing at [Your Address in Japan]. I am writing to invite [Guest's Name], who resides at [Guest's Address], to visit me in Japan from [Start Date] to [End Date]. The purpose of [Guest's Name]'s visit is [explain purpose, e.g., tourism, family visit, etc.]. During their stay, I will ensure that all necessary arrangements are made for accommodation, meals, and any other requirements they may have.

I will be responsible for [mention any financial support, if applicable].

Please find enclosed a copy of my [ID/Passport/Residence Card].

Should you have any further questions, please feel free to contact me directly.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]