

[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 for Visa Sponsorship

Dear [Recipient's Name],

I am writing to invite you to visit Japan as a guest. I am a resident of [City, Japan] and would like to extend my support for your visa application.

Details of the Visit:

- Purpose of Visit: [e.g., tourism, business, family visit]
- Duration of Stay: [e.g., from DD/MM/YYYY to DD/MM/YYYY]
- Accommodation: [Your address in Japan or hotel information]

As your sponsor, I assure you that I will be responsible for your stay and expenses during your visit, including travel, accommodation, and any other necessities.

Please feel free to reach out to me if you require any further information to assist with your visa application.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]