

[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],

I hope this letter finds you well. I am writing to formally invite you to visit me in Japan from [start date] to [end date]. I believe this visit will be a great opportunity for you to experience the culture and beauty of Japan while spending time with me.

During your stay, I would be delighted to take you to various attractions, including [mention places you plan to visit, e.g., temples, parks, museums]. I will ensure that your accommodation and transportation are taken care of for the duration of your visit.

Please find my details below for your visa application:

- Full Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Occupation: [Your Occupation]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

Should you need any further information or documents to assist with your visa application, please do not hesitate to contact me.

I look forward to your positive response and hope to welcome you soon in Japan.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]