

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General of Japan]
[Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Invitation Letter for [Visitor's Full Name] - Visa Application
I, [Your Name], a resident of [Your City/State], am writing to invite [Visitor's Full Name], who is currently residing at [Visitor's Address], to visit me in Japan from [Start Date] to [End Date]. The purpose of this visit is [explain purpose, e.g., tourism, attending a conference, family visit, etc.].

During their stay in Japan, I will ensure that [Visitor's First Name] will be properly accommodated at my residence at [Your Address] and will cover all travel and living expenses incurred during this visit.

Please feel free to contact me via telephone at [Your Phone Number] or email at [Your Email Address] for any further information or clarification.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Relationship to Visitor]