

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally invite you to visit Japan. The purpose of your visit will be to [state the purpose, e.g., tourism, business meetings, family visit, etc.].

Please find the details of your visit below:

- ****Duration of Stay****: [Start Date] to [End Date]
- ****Accommodation****: [Name of hotel or address where the guest will stay]
- ****Planned Activities****: [Briefly mention planned activities during the stay]

I assure you that I will take full responsibility for your stay while you are in Japan. Should you require any assistance in the visa application process, please do not hesitate to contact me.

I look forward to your visit.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]