

[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 am writing to invite you to visit me in Japan from [start date] to [end date]. During your stay, you will be accommodated at my residence at [your address].

The purpose of your visit is to [state purpose, e.g., tourism, family gathering, etc.]. I am excited to share the beautiful sights and culture of Japan with you.

I will ensure that all your expenses related to the trip, including travel and accommodation, are covered.

Please find the necessary documents attached for your visa application.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]