

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

[Date]  
[Consulate General/Embassy Name]  
[Embassy Address]  
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in Japan for the purpose of [reason for visit, e.g., tourism, family visit, etc.] from [start date] to [end date].

During their stay, I will provide [Visitor's Full Name] with accommodation and support, ensuring they have a comfortable visit. We plan to visit [mention any places or activities planned, if applicable]. I kindly request that you grant [Visitor's Full Name] the necessary visa to visit Japan. Please feel free to contact me if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]