

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

[Consulate General of Japan]
[Consulate Address]
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], a citizen of [Your Country] residing at [Your Address], am writing this letter to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in Japan from [Start Date] to [End Date].

[Describe the purpose of the visit, e.g., tourism, family visit, business meeting, etc.]. During their stay in Japan, I will ensure that [he/she] has a place to stay and will take care of all expenses, including accommodation, travel, and daily expenses.

[Optional: Mention your relationship with the visitor and any relevant background information].

Please find attached the necessary documents to support this invitation, including proof of my residency and financial stability.

I would greatly appreciate your assistance in expediting the visa process for [Visitor's Name].

Thank you for your consideration.

Sincerely,

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