

[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 this letter to formally invite you to visit me in Japan. I am a resident of [City], where I work as [Your Occupation] at [Your Workplace].

The purpose of your visit is to [explain the purpose of the visit, e.g., tourism, family reunion, business meetings, etc.]. I am excited to spend time with you and show you around some of the beautiful sights and experiences Japan has to offer.

During your stay from [start date] to [end date], you will be staying at my residence at [Your Address]. I will take responsibility for your accommodation and all living expenses while you are here.

I assure you that I will ensure your return to [your home country] before the expiration of your visa. If you require any additional documents or assistance with your visa application, please feel free to contact me.

Thank you for considering my invitation. I look forward to welcoming you to Japan soon.

Warm regards,
[Your Name]