

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

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

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

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

The purpose of the visit is [briefly state purpose, e.g., tourism, attending a family event, etc.]. During their stay, [he/she/they] will be residing with me at my home address mentioned above. I will ensure all necessary arrangements for [his/her/their] accommodation, food, and transportation during this visit.

I would be grateful if you could grant [Visitor's Full Name] a visitor visa to make this visit possible. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for considering this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Visitor]