

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

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

Subject: Sponsorship Letter for Visitor Visa

Dear Visa Officer,

I, [Your Full Name], residing at [Your Address], am writing this letter to confirm that I wish to invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in Japan for [duration of stay, e.g., two weeks] from [start date] to [end date].

I am a [Your Occupation] employed at [Your Company/Organization] and would like to act as a sponsor for [Visitor's Name]'s visit. I will ensure that all expenses concerning their stay, including travel, accommodation, and daily expenses, are covered during this period.

[Visitor's Name] will be staying with me at my residence at the above address, and I assure you that they will return to their home country after the visit.

Please find attached the following documents for your reference:

1. Copy of my passport/Residence Card
2. Proof of employment (e.g., employment letter or pay stubs)
3. Proof of relationship (if applicable)
4. [Any other relevant documents]

Thank you for considering this application. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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