

[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 resident of [Your City, Country], am writing to formally invite [Visitor's Full Name] from [Visitor's Country] to visit Japan for tourism purposes.

The purpose of [Visitor's First Name]'s visit is to explore the culture, traditions, and major attractions of Japan from [Start Date] to [End Date]. During this time, I will be responsible for [Visitor's First Name]'s accommodation and any other expenses incurred during their stay.

Details of the Visitor:

- Full Name: [Visitor's Full Name]
- Date of Birth: [Visitor's DOB]
- Passport Number: [Visitor's Passport Number]
- Relationship: [Your Relationship with Visitor]

I assure you that [Visitor's First Name] will return to [Visitor's Home Country] before the expiration of their visa.

Should you require any further information, please feel free to contact me at the above-mentioned phone number or email.

Thank you for considering this invitation.

Sincerely,

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