

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

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

Subject: Invitation Letter for [Visitor's Full Name]

Dear Sir/Madam,

I, [Your Full Name], a resident of [Your Address], am writing to formally invite [Visitor's Full Name], who resides at [Visitor's Address], to visit me in South Korea for a duration of [number of days/weeks] from [start date] to [end date].

The purpose of this visit is [explain the purpose, e.g., tourism, family visit, business meetings, etc.]. During this time, I will ensure that [he/she/they] is well accommodated, and I will be responsible for [mention any financial responsibilities, accommodation arrangements, travel itinerary, etc.].

[Visitor's Full Name] will be staying with me at my residence, which is located at [Your Address]. We plan to visit [list places or events you plan to attend].

Please find attached copies of my identification and proof of residence for your reference.

Thank you for considering this invitation. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Visitor]