

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally invite you to participate in [specific program/event name] that will be held from [start date] to [end date] at [venue/location] in [City, Country]. The purpose of this event is to [briefly describe the purpose of the event, e.g., facilitate knowledge exchange, foster international collaboration, etc.]. We believe that your expertise in [recipient's field of expertise] will greatly contribute to the discussions and activities planned.

If you require a visa to enter South Korea for this event, please use this letter as part of your application process. We will provide accommodation and assistance throughout your stay. Please feel free to reach out if you have any questions or require further information. We look forward to the possibility of welcoming you to Korea.

Warm regards,
[Your Name]
[Your Title]
[Your Institution]
[Contact Information]