

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

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

Subject: Invitation for Visa Application

Dear [Consul/Officer's Name],

I am writing to formally invite [Invitee's Full Name], a citizen of [Invitee's Country] and currently residing at [Invitee's Address], to visit me in [City, South Korea] from [Start Date] to [End Date].

The purpose of [his/her/their] visit is [briefly explain the purpose, e.g., tourism, business meetings, family visit, etc.]. During [his/her/their] stay, I will ensure accommodation and cover all expenditures including travel and health insurance.

I am a [Your Occupation/Position] at [Your Company/Organization], [optional: a brief description of your role and relationship to the invitee, if applicable].

We sincerely hope that you will consider this invitation favorably and grant [Invitee's Name] the necessary visa to visit South Korea.

Thank you for considering this application. Should you need any further information, please do not hesitate to contact me.

Sincerely,

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