

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

Korean Consulate General

[Consulate Address]  
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I am writing to invite [Visitor's Name], who is my [relationship to you, e.g., friend, relative], to visit me in [Korea/city] from [start date] to [end date]. The purpose of the visit is to [explain the purpose, e.g., tourism, family visit].

I currently reside in [Your City, Korea], where I work as a [your occupation] at [employer's name]. I assure you that I will take full responsibility for [Visitor's Name] during their stay, including accommodation, transportation, and any other expenses incurred.

[Visitor's Name] will be staying at [your address/temporary accommodation details]. I kindly ask you to grant them a visa to facilitate this visit. Thank you for considering this request.

Sincerely,

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