

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[Recipient's City, State, Zip Code]
Subject: Invitation to Attend [Conference Name]
Dear [Recipient's Name],
I am writing to formally invite you to attend the [Conference Name],
which will be held from [Start Date] to [End Date] at [Venue/Location] in
[City, South Korea].
The [Conference Name] aims to [briefly describe the purpose and
objectives of the conference]. We believe that your expertise in
[Recipient's Area of Expertise] will greatly contribute to the
discussions and activities planned during the conference.
We would be pleased to provide you with an official invitation letter to
assist with your visa application process. Please let us know if you
require any additional information or if there are specific details
needed for your visa application.
We look forward to welcoming you to [City] and to an engaging and
productive conference.
Warm regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]
[Company/Organization Website]