

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Invitation Letter for Visa Application

Dear [Recipient Name],

I, [Your Name], residing at [Your Address], am writing this letter to invite you, [Recipient Name], to visit me in [City, South Korea] for the purpose of [reason for visit, e.g., tourism, business, family visit] from [start date] to [end date].

During your stay, I will be responsible for your accommodation and all necessary expenses related to your visit. You will be staying at my residence located at [Your Address] and will have access to [specific details about living arrangements, if applicable].

Please find the required details as follows:

1. Full Name: [Recipient's Full Name]
2. Date of Birth: [Recipient's DOB]
3. Passport Number: [Recipient's Passport Number]
4. Relationship: [Your relationship to the recipient]

I assure you that [Recipient Name] will return to [his/her] home country after the visit as [he/she] has family and commitments there.

If you have any further questions or need additional documentation, please feel free to contact me.

Sincerely,

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