

[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 [Visitor's Full Name]

Dear Sir/Madam,

I am writing to invite [Visitor's Full Name], a citizen of [Visitor's Country], to visit me in South Korea. I am a [Your Occupation/Position] currently residing at [Your Address in South Korea].

The purpose of [Visitor's Full Name]'s visit is to [describe purpose, e.g., tourism, family visit, business meetings, etc.], and I will be responsible for [and cover expenses during their stay, provide accommodation, etc.].

The expected dates of the visit are from [start date] to [end date]. During this time, we plan to [briefly describe planned activities or itinerary].

Please feel free to contact me at any time should you need further information or documentation to support the visa application.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)