

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

Embassy of the Republic of Korea

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

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing to formally invite [Guest's Name] from [Guest's Address] to visit me in South Korea from [Start Date] to [End Date].

The purpose of this visit is to [explain the purpose of the visit, e.g., tourism, family visit, cultural exchange, etc.]. During [his/her] stay, [he/she] will be residing at my home, and I will be responsible for [his/her] accommodation and any expenses incurred during [his/her] visit. [Guest's Name] will be arriving in South Korea on [Arrival Date] and departing on [Departure Date]. Please find below the necessary details:

- Full Name: [Guest's Name]
- Date of Birth: [Guest's Date of Birth]
- Passport Number: [Guest's Passport Number]
- Nationality: [Guest's Nationality]

Thank you for considering this application. I am sure that [Guest's Name] will comply with all visa regulations and return to [his/her] home country after the visit.

Sincerely,

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