

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

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

Dear [Recipient's Name],

I am writing to formally invite you to visit South Korea for [purpose of visit, e.g., tourism, business, family visit] from [start date] to [end date]. During your stay, you will be welcomed at my residence located at [your address], and I will ensure that all your needs are met.

The purpose of your visit is [briefly explain the reason for the visit].

I believe this visit will be mutually beneficial and rewarding.

Please find below the details of your intended visit:

- Full Name: [Recipient's Full Name]
- Date of Birth: [Recipient's Date of Birth]
- Passport Number: [Recipient's Passport Number]
- Dates of Stay: [Start Date] to [End Date]

I am more than willing to assist you in the visa application process.

Please feel free to contact me if you require any additional documents or information.

I look forward to your positive response and hope to welcome you to South Korea soon.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Recipient]