

[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 me in South Korea. I am currently residing at [Your Address in South Korea] and would be delighted to host you during your stay from [start date] to [end date]. The purpose of your visit is [state the purpose, e.g., tourism, family visit, business meeting, etc.]. During your time here, I will ensure that all your needs are taken care of, including accommodation, meals, and transportation.

Please find below the details of your planned visit:

- Duration of Stay: [number of days]
- Proposed Arrival Date: [date]
- Proposed Departure Date: [date]
- Accommodation: [mention where the guest will stay, e.g., at your home, hotel, etc.]

I assure you that I will take full responsibility for your well-being and expenses during your visit.

Should you require any additional information or documentation for your visa application, please do not hesitate to contact me.

Looking forward to your positive response.

Best regards,

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