

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

[Consulate General of the Republic of Korea]  
[Consulate Address]  
[City, State, ZIP Code]

Subject: Invitation Letter for Visa Application

Dear Sir/Madam,

I, [Your Full Name], a resident of [Your Address], would like to formally invite [Guest's Full Name], who resides at [Guest's Address] in [Guest's Country], to visit me in South Korea for [duration of stay, e.g., two weeks] from [start date] to [end date].

The purpose of the visit is [briefly explain purpose, e.g., tourism, family visit, business meeting]. During [his/her/their] stay, I will ensure [he/she/they] has adequate accommodation and will cover [his/her/their] living expenses.

[Optional: Provide a brief background about your relationship with the guest and any relevant details].

Please find attached copies of [your identification documents, proof of relationship, or any relevant documents].

Thank you for considering this request. I look forward to [Guest's Name]'s visit.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Guest]