

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Zip Code]

[Country]

Dear [Recipient's Name],

Subject: Invitation for Business Visit to [Your Company Name] in South Korea

We are pleased to invite you to visit our offices at [Your Company Address] in South Korea. The purpose of your visit is to [state purpose, e.g., discuss potential collaboration, attend meetings, etc.] from [start date] to [end date].

We believe that your expertise and experience will significantly contribute to our discussions and help in fostering a fruitful business relationship. During your stay, we will arrange accommodations and transportation for you.

Please find below the necessary details for your visa application:

1. Name: [Recipient's Full Name]
2. Nationality: [Recipient's Nationality]
3. Passport Number: [Recipient's Passport Number]
4. Duration of Stay: [Duration]
5. Contact Information: [Your Phone Number and Email]

We kindly ask you to present this letter along with your visa application at the Korean embassy/consulate.

Should you have any questions or require further information, please do not hesitate to contact us.

We look forward to welcoming you to South Korea.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]