

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

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

Subject: Invitation for RJ Visa Application

Dear [Recipient's Name],

I am writing to formally invite you to visit [Country Name] for the purpose of [reason for visit, e.g., attending a conference, visiting family, etc.]. Your presence will be greatly appreciated, and I believe it will be beneficial for [specific reason related to your invitation].

Details of the visit are as follows:

- Duration of Stay: [start date] to [end date]
- Purpose of Visit: [explain the purpose in detail]
- Accommodation: [provide details about where they will stay]
- Financial Support: [mention who will cover expenses if applicable]

Please find attached copies of my [Passport/Residency Permit] and other relevant documents to support your RJ visa application.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]