

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

[Consulate General of Japan]
[Consulate Address]
[City, State, ZIP Code]

Subject: Invitation Letter for Japan Visa Application

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], am writing to invite [Guest's Name], who resides at [Guest's Address], to visit me in Japan from [Start Date] to [End Date]. The purpose of this visit is to [explain reason for visit, e.g., tourism, family visit, business meeting].

During their stay in Japan, I will ensure that [Guest's Name] is accommodated at my residence and will assist them with all necessary arrangements. I will be responsible for [mention any financial support or responsibilities, if applicable].

Attached to this letter are copies of my [mention any supporting documents, e.g., passport, residency card, etc.], as well as information about our planned itinerary during their visit.

Thank you for your attention to this matter. I hope for a favorable response regarding [Guest's Name]'s visa application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Guest]