[sender name]

CEO, INFOSYS PVT LTD

254 East Eave.Phoenix,AZ 85040  
[email]

222 567 7777

February 17,2024

[r name]

[designation]

[company name]

[address]

Dear [r name],

I trust this letter finds you in excellent health. I am delighted to extend to you and your organization, [company name], a cordial invitation to partake in a distinctive event that is poised to elevate the realm of photography – the Photography Excellence Summit.

Event Details:

* Date: October 21,2024
* Time: 9:00 AM - 6:00 PM
* Location: Grand Event Center

The Photography Excellence Summit has been curated with a singular purpose: to celebrate the art and craft of photography, providing a vibrant platform for photographers, enthusiasts, and businesses to converge and flourish.

Sincerely,

[sender name]

[designation], INFOSYS PVT LTD