**Business Invitation Letter Format**

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| From,  [Sender's Name]  [Address]  Date: [date on which the letter has written]  To,  [Recipient's Name]  [Address]  Dear Sir/Madam,  I am delighted to extend to you a warm invitation to join us at the upcoming [event name]. This esteemed occasion will take place at [event venue] on [event date] from [event time]. The purpose of this event is to [briefly explain the purpose or significance of the event]. To enhance your experience, a delightful lunch will be served during the proceedings.  Kindly confirm your availability by [confirmation deadline], either by calling us at [contact number] or emailing us at [email id]. We kindly request your response to assist us in making the necessary arrangements for your attendance.  Your esteemed presence at the [event name] would be highly valued and greatly appreciated.  Thank you for your attention, and we eagerly anticipate the pleasure of your company at this special event.  Yours Sincerely,  [Signature]  [Name of the Sender] |