NAME : PAWAN MAHADU SARULE

ROLL NO : 92 CLASS : FYBCA(Sci)

QUESTION : 6 DATE : 11 Dec 2020

* Q6. Create word document for writing an Invitation letter to Chief Guest. Your college has started New Android Course. You are supposed to invite the Chief Guest for ‘Inaugural Function’ by writing letter.

From,

Pawan Sarule

C5-507, Xrbia Township,

Hinjewadi,

Pune 411033

To,

Dr. Mati Ur Rehman

Chief Executive

H. Engineering Services

Subject: Invitation Letter To the Chief Guest.

Respected Sir,

I am writing this Letter to you on behalf of my college. I am sportingly inviting you for inauguration of a new course named ‘Android Course’ on 16th December 2020. We would be grateful of you if you inaugurate this new course.

Thanking you!

Your sincerely,

Pawan Sarule

Dr. D.Y. Patil College,

Pimpari 18.