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| **INVITATION LETTER FORMAT**  FROM  [SENDER’S NAME]  [ADDRESS]  DATE: [DATE ON WHICH THE LETTER HAS WRITTEN]  TO.  [RECIPIENT’S NAME]  [ADDRESS]  DEAR SIR/MADAM,  I AM PLEASED TO INFORM YOU THAT YOUR ARE CODIALLY INVETED TO THE [EVENT NAME].  THIS EVENT WILL BE ORGANIZED AT [ADDRESS OF THE EVENT] AND WILL BE HELD ON  [EVENT DATE] AT [EVENT TIME]. A LUNCH HAS ARRANGED IN BETWEEN THE EVENT TO MAKE  IT MORE ENJOYABLE.  PLEASE CONFIRM YOUR AVAILABILITY ON OR BEFORE [DATE] BY CONTACTING US AT  [CONTACT NUMBER] OR BY EMAILING US AT [EMAIL ID].  WE LOOK FORWARD TO YOUR PRESENCE ON THE EVENT [EVENT NAME].  YOURS SINCERELY,  [STUDENT]  [NAME OF THE STUDENT] |