

To,

(Guest's Name)

(Guest's Address)

Date:

Subject: Invitation as a guest of honor and speaker.

Respected sir,

courteously, I would like to state, that our school

(School Name) is going to celebrate

Annual Day celebration on

(Date).

We are glad to stretch an earnest invitation for our gracious presence as the guest of honor. The theme decided for this year is

(Them/).

It would be a great source of inspiration for us and students if you would come and grace the occasion. Luckily, there are many outstanding winners this year and they would be blessed if they would be granted certificates by you.

We believe you carry a busy schedule but we would be honored if you consider our heartfelt invitation and bless us with your presence.

Waiting for an affectionate response.

Thank you,