April 14, 2004

Your Title/ Organization’s Title

Organization/Affiliation (e.g., U.S. Senate)

City, State Zip

Salutation:

*Write contents about the event for which you are sending this invitation letter whether it is wedding ceremony, business meeting, business event, family get to gather etc. Write contents about the event for which you are sending this invitation letter whether it is wedding ceremony, business meeting, business event, family get to gather etc. Write contents about the event for which you are sending this invitation letter whether it is wedding ceremony, business meeting, business event, family get to gather etc. Write contents about the event for which you are sending this invitation letter whether it is wedding ceremony, business meeting, business event, family get to gather etc.*

*May we suggest that you visit us on [DD/MM/YYYY] at [TIME]? Write time and date of the event properly along with special instructions that can help your invitees reach the destination with ease. Write time and date of the event properly along with special instructions that can help your invitees reach the destination with ease.*

*We have enclosed a one-page outline of our program for your orientation. I will contact your office within the next \_\_\_\_\_\_ weeks to follow-up on this invitation. Again, I hope you can join us on DATE.*

*Thank you for your consideration.*

Sincerely,

Your Name

Your School/Organization

Your School/Organization Mailing Address

Your Phone Number

Your Email Address

**Invitation Letter**

***Invitation Letter Template***