

[Your Organization Letterhead]

Date: [Insert Date]

To,
[Name of the Chief Guest]
[Designation/Title]
[Organization/Institution Name]
[Address]

Subject: **Invitation to Attend as Chief Guest for [Event Name]**

Dear [Title] [Last Name],

We are honored to extend a cordial invitation to you to grace the occasion of our **[Event Name]** as the **Chief Guest**, scheduled to be held on **[Date]** at **[Venue]**, from **[Start Time]** to **[End Time]**.

[Briefly introduce your organization and the purpose of the event. Highlight the theme of the event, its significance, and the expected attendees.]

Your distinguished presence and invaluable insights would add immense value to our event and inspire all participants, especially [mention specific groups, e.g., students, professionals, community members]. We would be deeply privileged if you could address the gathering and share your experiences related to [relevant topic or theme].

Please find attached the detailed program for your kind perusal. We sincerely hope that you will accept our invitation and confirm your presence at the earliest convenience.

Thank you for considering our request. We look forward to the honor of welcoming you as our Chief Guest.

With highest regards,
[Your Name]
[Your Designation]
[Organization Name]
[Contact Information]
[Email Address]