

[Your Organization/Institution Name]  
[Street Address]  
[City, ZIP Code]  
[Date]

To,  
[Recipient's Name/Title]  
[Their Organization/Designation]

**Subject: Formal Invitation to Cultural Festival**

Dear [Recipient's Name/Title],

We are delighted to invite you to the grand **Cultural Festival** organized by **[Your Organization/Institution]**. This vibrant event will take place on **[Event Date]** at **[Venue Name & Address]**.

The festival is a celebration of our diverse cultural heritage and offers a unique opportunity to experience mesmerizing performances, engaging workshops, and a host of activities representing different traditions and communities within our society.

Kindly find below the program schedule for the day:

Time	Program	Venue
09:30 AM – 10:00 AM	Guest Registration & Welcome Tea	Main Lobby
10:00 AM – 10:30 AM	Inaugural Ceremony	Auditorium
10:30 AM – 12:00 PM	Cultural Performances (Dance & Music)	Auditorium
12:00 PM – 01:00 PM	Creative Workshops (Art, Crafts, Local Cuisine)	Workshop Halls
01:00 PM – 02:00 PM	Lunch Break & Cultural Food Stalls	Open Grounds
02:00 PM – 04:00 PM	Folk Music & Theatre	Auditorium
04:00 PM – 05:00 PM	Closing Ceremony & Vote of Thanks	Auditorium

Your gracious presence will add great value to this occasion. We sincerely hope you will join us in celebrating the rich tapestry of cultures that unite us all.

Kindly RSVP by **[RSVP Date]** at **[Contact Email/Phone Number]**.

We look forward to your esteemed presence.

Warm regards,

[Your Name]  
[Your Position/Title]  
[Organization/Institution Name]  
[Contact Details]