

Date: [Insert Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]

Subject: Invitation to Participate in Seminar on [Seminar Topic]

Dear [Recipient Name],

We are pleased to invite you to participate in our upcoming seminar entitled "[Seminar Title]", which will be held on [Date] at [Venue] from [Start Time] to [End Time].

The seminar aims to [briefly state the purpose/objective of the seminar] and will bring together distinguished professionals, industry experts, and thought leaders to share their knowledge and insights.

Please find the detailed agenda for the seminar below:

Time	Session	Speaker
09:00 AM – 09:30 AM	Registration & Welcome Coffee	--
09:30 AM – 10:00 AM	Opening Remarks	[Opening Speaker Name]
10:00 AM – 11:00 AM	Keynote Presentation: [Key Topic]	[Keynote Speaker Name]
11:00 AM – 11:15 AM	Coffee Break	--
11:15 AM – 12:30 PM	Panel Discussion: [Panel Topic]	[Panelists Names]
12:30 PM – 01:30 PM	Lunch Break	--
01:30 PM – 03:00 PM	Workshop/Breakout Sessions	[Facilitators Names]
03:00 PM – 03:30 PM	Q&A & Closing Remarks	[Closing Speaker Name]

Your participation in this seminar will be highly valued, and we believe your insights will enrich the discussions and contribute to the overall success of the event. We kindly request you to confirm your attendance by [RSVP Deadline] to assist us in making appropriate arrangements.

Should you require additional information or have any specific requirements, please feel free to contact [Contact Person] at [Phone Number] or [Email Address].

We look forward to your positive response and to welcoming you at the seminar.

Yours sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]