

[Your Organization Letterhead]
[Street Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

To:

[Official's Full Name]
[Official Title/Position]
[Department/Ministry/Agency]
[Address Line 1]
[City, State, ZIP Code]

Subject: Formal Invitation to Participate in [Event Name]

Dear [Title] [Last Name],

On behalf of [Organizing Authority/Department Name], it is our honor to cordially invite you to participate in the upcoming **[Event Name]**, scheduled to take place on **[Date]** at **[Venue/Location]**, commencing at **[Time]**.

The purpose of this event is to **[briefly describe event objective, e.g., "foster policy dialogue among governmental and non-governmental stakeholders regarding urban development"]**. Your esteemed presence would not only lend great credibility to the occasion, but also inspire all participants and reinforce our shared commitment to **[goal or value, e.g., "collaborative governance and community advancement"]**.

We would be greatly honored if you could join us as our **[Role, e.g., "Chief Guest/Keynote Speaker/Special Guest"]** and share your valuable insights with the distinguished gathering. An official agenda and program details are attached for your kind reference.

Kindly confirm your participation by **[RSVP Date]** to assist us in making the appropriate arrangements. For further information or clarification, please feel free to contact [Contact Person] at [Contact Phone/Email].

We look forward to your positive response and your gracious presence at the event.

Sincerely,

[Your Name]
[Your Designation/Title]
[Organization Name]
[Contact Information]