

Official Invitation Letter Format for Inauguration Ceremony

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address]

Subject: Invitation to Inauguration Ceremony of [Event/Facility Name]

Dear [Recipient's Name/Title],

It is our great pleasure to invite you to the inauguration ceremony of [Name of the Facility/Project/Organization]. The event marks a significant milestone for us, and your esteemed presence will add immense value to the occasion.

Details of the Event:

Date: [Date of the Event]

Time: [Time of the Event]

Venue: [Complete Venue Address]

The ceremony will be graced by the presence of [Chief Guest/Special Guests, if any], and will include [brief agenda or highlights, if desired].

We kindly request you to confirm your attendance by [RSVP Date], either by email at [Email Address] or phone at [Contact Number].

Looking forward to your gracious presence and support.

Sincerely,

[Your Name]

[Your Designation]

[Organization Name]

[Contact Information]