

# Personalized Invitation Letter Sample for Overseas Conference Attendance

[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Institution or Organization]  
[Recipient's Address]  
[City, Country]

Dear [Recipient's Name],

On behalf of the organizing committee, it is my distinct pleasure to formally invite you to attend the **[Full Name of Conference]**, to be held from **[Start Date]** to **[End Date]** at **[Venue Name]** in **[City, Country]**.

The conference theme for this year, *[Theme of the Conference]*, aims to bring together leading experts, researchers, and professionals from around the globe to discuss critical advancements and share knowledge in the field of **[Relevant Field/Industry]**. Your valuable expertise and contributions to the international community make your attendance particularly significant for the enrichment of conference dialogue and the global exchange of ideas.

We sincerely hope you will be able to join us for this significant event. As an official invitee, you are encouraged to participate in keynote sessions, interactive panels, and networking forums designed to foster collaboration and drive innovation.

Please note that this letter serves as an official invitation to support your visa application and travel arrangements. Should you require any additional documents or information, kindly let us know, and we will be glad to assist.

We look forward to your positive response and to welcoming you to **[City]** for an engaging and productive conference.

Sincerely,

[Organizer's Name]  
[Title/Position]  
[Organization/Conference Committee Name]  
[Contact Information]  
[Email Address]