

Sample Invitation Letter for Chief Guest to School Annual Day

Date: [Insert Date]

To,
[Name of the Chief Guest]
[Designation/Title]
[Organization/Institution Name]

Subject: Invitation as Chief Guest for our School's Annual Day Celebration

Dear [Name/Respected Sir/Madam],

It is with great honor and immense pleasure that we write to cordially invite you to grace our School Annual Day as the Chief Guest. The event is scheduled to be held on [Date] at [Time] in the school auditorium at [Venue/School Name & Address].

The annual day is a cherished occasion for all of us, highlighting students' achievements, cultural performances, and our collective progress over the past year. Your esteemed presence as the Chief Guest would be a source of immense motivation and inspiration for our students, faculty, and parents alike.

We would be deeply honored if you could accept our invitation and share a few words with the gathering, thereby making our celebration even more memorable. Your expertise and experience would provide valuable insights and encouragement to all present.

We look forward to receiving a positive response from your end. Kindly let us know your availability at your earliest convenience.

Thank you for considering our invitation.

With regards,
[Principal's/Head's Name]
[Designation]
[School Name]
[Contact Information]