

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title/Organization]  
[Address]

Subject: Invitation to School Inauguration Ceremony

Dear [Recipient's Name],

It is with great pleasure and anticipation that we cordially invite you to the inauguration ceremony of **[Name of School]**, our newly established educational institution dedicated to excellence in learning and personal growth.

The details of the event are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Full Address of School]
- **Occasion:** School Inauguration Ceremony

[Name of School] aims to foster a nurturing and innovative educational environment, and this special event marks the beginning of our commitment to shaping bright futures. Your esteemed presence will be a great honor and will add immense value to this memorable occasion.

The ceremony will be attended by distinguished guests, parents, faculty members, and community leaders. The program will include a welcome address, ribbon-cutting, guided tour of the campus, and light refreshments.

We respectfully request you to grace the event with your presence and join us in celebrating this new milestone in our community's educational journey.

Kindly RSVP by [RSVP Date] to [Contact Person's Name], [Contact Number/Email].

We look forward to your positive response and thank you for your continual support.

With warm regards,  
[Your Name]  
[Your Title/Position]  
[Name of School/Institution]  
[Contact Information]