

Sample Formal Invitation Letter for Academic Seminar

From:

Dr. Sarah Thompson
Chair, Department of Environmental Studies
Greenfield University
123 University Avenue
Newtown, State 56789
Email: sarah.thompson@greenfield.edu
Date: June 12, 2024

To:

Prof. James Allen
Head of Research, Institute of Sustainability
456 Research Lane
Cityville, State 98765

Subject: Invitation to Seminar on "Innovations in Sustainable Urban Planning"

Dear Prof. Allen,

On behalf of the Department of Environmental Studies at Greenfield University, I am honored to extend a formal invitation to you to attend our upcoming academic seminar entitled "**Innovations in Sustainable Urban Planning**". This event aims to bring together distinguished professionals, scholars, and students to engage in an enriching discussion on contemporary approaches and emerging trends in sustainable urban development.

The seminar is scheduled as follows:

Date: July 16, 2024

Time: 10:00 AM – 3:00 PM

Venue: Conference Hall A, Greenfield University Campus, 123 University Avenue, Newtown

Highlights of the seminar include keynote addresses by leading experts, interactive panel discussions, and networking opportunities dedicated to fostering collaborative research and innovation in the field.

We would be delighted by your presence and valuable contribution to the academic dialogue. Kindly confirm your participation by July 1, 2024, by replying to this email or contacting our event coordinator, Mr. Alex Rivera, at alex.rivera@greenfield.edu or (123) 456-7890.

We look forward to welcoming you to this important event and greatly appreciate your consideration.

Sincerely,

Dr. Sarah Thompson
Chair, Department of Environmental Studies
Greenfield University