

# 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](mailto: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