

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization]

[Address]

[City, State ZIP Code]

Dear [Recipient Name],

It is with great pleasure that we extend to you a formal invitation to the launch of our latest product, **[Product Name]**. This exclusive event is scheduled to take place on **[Date]** at **[Time]**, and will be held at **[Venue Name & Address]**.

The launch of **[Product Name]** marks a significant milestone for our organization, and we are eager to share this exciting development with valued partners and stakeholders such as yourself. The event will feature a detailed presentation of the product's unique features and benefits, a live demonstration, and opportunities for networking with industry leaders and members of the press.

Event Agenda:

[Insert key agenda points such as Welcome Address, Product Presentation, Q&A Session, Networking, etc.]

Your presence at this unveiling would be a great honor to us and will contribute significantly to the success of this momentous occasion. Kindly confirm your attendance by replying to this invitation no later than **[RSVP Deadline]**, by contacting [RSVP Contact Person] at [RSVP Email] or [RSVP Phone Number].

We truly look forward to welcoming you and sharing this special moment together. Should you have any questions or require additional information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Phone Number]

[Email Address]