

Formal Invitation Letter to Chief Guest - Sample

Sender's Address:

XYZ Institution/Organization,
123 Example Street,
City, State, ZIP Code.

Date:

June 15, 2024

Recipient's Address:

Dr. ABC Name
Designation,
Institution/Organization,
Address Line,
City, State, ZIP Code.

Subject: Invitation to Grace [Event Name] as Chief Guest

Respected Dr. ABC,

We are pleased to inform you that [Organization Name] is organizing [Event Name] on [Event Date] at [Venue] from [Start Time] to [End Time]. This event aims to *[briefly state the purpose/objective of the event]*.

In recognition of your exemplary contribution to *[field/area]*, it is our privilege to cordially invite you to grace the occasion as the Chief Guest. Your presence will greatly inspire the participants and add value to the event.

We kindly request you to accept our invitation and confirm your availability at your earliest convenience. Please let us know if you require any further information or assistance.

We look forward to your positive response.

Thank you.

Yours sincerely,
[Your Name]
[Your Designation]
[Contact Number]
[Email Address]