

Official Invitation Letter Template for Building Inauguration Ceremony

[Your Organization's Letterhead]

[Date]

To,

[Recipient's Name]

[Recipient's Designation]

[Recipient's Organization/Address]

Subject: Invitation to the Inauguration Ceremony of [Building Name]

Dear [Recipient's Name/Respected Sir/Madam],

We are pleased to announce the completion of [Building Name/Project], and it gives us immense pleasure to cordially invite you to the **inauguration ceremony** of our new premises.

The details of the event are as follows:

Date: [Date of Ceremony]

Time: [Time, e.g., 10:00 AM]

Venue: [Full Address of the Venue/Building]

The ceremony will be graced by the presence of [Name of Chief Guest or any dignitaries, if any]. Your esteemed presence on this auspicious occasion will be highly appreciated and will add to the joy and significance of the event.

Kindly confirm your attendance by [RSVP Date] at [Contact Number/Email].

We look forward to welcoming you and sharing this moment of pride and achievement.

With best regards,

[Your Name]

[Your Designation]

[Organization Name]

[Contact Information]