

Date: [Insert Date]

To,
[Name of Chief Guest]
[Designation/Title]
[Organization/Institution Name]
[Address]

Subject: Invitation as Chief Guest for School Awards Ceremony

Dear [Name of Chief Guest],

It is with great pleasure and honor that we extend our cordial invitation to you to grace the **Annual School Awards Ceremony** as the **Chief Guest** at [School Name]. The event is scheduled to be held on **[Date]** at **[Time]** in the **[Venue/Auditorium Name]** of our school.

The ceremony aims to recognize and celebrate the outstanding achievements of our students in academics, co-curricular activities, and community service. Your esteemed presence would be a source of inspiration and encouragement for our students, parents, and staff, motivating them to strive for excellence in every endeavor.

We would be honored if you could join us in felicitating the award winners by presenting the certificates and trophies. We also request you to kindly address our audience and share your valuable insights, which I am sure will leave a lasting impression and motivate the young minds of our school.

Your support and encouragement mean a great deal to us, and we sincerely hope you will be able to accept our invitation. Kindly confirm your availability at your earliest convenience.

Thank you very much for considering our invitation. We look forward to the privilege of welcoming you to our school.

Warm regards,

[Principal's Name]
Principal
[School Name]
[Contact Details]