

# Official Invitation Letter for Chief Guest at Inauguration Ceremony

[Your Organization's Letterhead]

Date: [Insert Date]

Ref No.: [Enter Reference Number]

To,  
[Recipient Name]  
[Designation/Title]  
[Organization/Institution]  
[Address Line 1]  
[Address Line 2]

Subject: Invitation as Chief Guest for the Inauguration Ceremony

Dear [Recipient Name],

It gives us immense pleasure to cordially invite you as the esteemed Chief Guest at the inauguration ceremony of **[Name of Event/Occasion]** organized by **[Your Organization/Institution Name]**.

The event is scheduled to be held on **[Date]** at **[Time]** in **[Venue]**. The inauguration ceremony marks a significant milestone for us, and your distinguished presence would greatly enhance the importance of this occasion.

We would be honored if you could grace the event with your presence and share your valuable insights and experiences with our audience. Your participation would inspire and motivate all attendees and contribute immensely to the success of our inauguration ceremony.

Kindly confirm your acceptance of our invitation at your earliest convenience. Please feel free to contact us at [Contact Number/Email Address] should you require any additional information.

We look forward to your favorable response and sincerely hope to have the privilege of your presence as our Chief Guest.

Thank you and warm regards,

Yours sincerely,

[Your Name]  
[Your Designation]  
[Organization Name]  
[Contact Information]