

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company/Organization Name]

[Recipient's Address]

Subject: Invitation to Annual Corporate Event

Dear [Recipient's Name],

We are pleased to invite you to our Annual Corporate Event, which will be held on **[Date]** at **[Venue]**, starting from **[Time]**. This yearly gathering is an important occasion for our company as we celebrate the accomplishments of the past year and look forward to new opportunities for growth and collaboration.

The event agenda includes:

- Opening Remarks and Annual Report
- Keynote Speech by [Guest Speaker, if applicable]
- Employee & Partner Recognition Awards
- Networking Session
- Dinner & Entertainment

We value your contributions and presence as an esteemed [employee/partner/stakeholder], and believe that your participation will enrich the event and foster stronger professional relationships.

Kindly confirm your attendance by **[RSVP Date]** via email at [\[RSVP Email\]](#) or by phone at [RSVP Phone Number].

Should you have any questions or require further information, please feel free to contact us.

We look forward to celebrating with you.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]