

Date: [Insert Date]

RefNo: [Insert Reference Number]

To,
[Recipient's Name]
[Title/Designation]
[Institution/Organization]

Subject: **Invitation to the Inauguration Ceremony at [University Name]**

Dear [Recipient's Name],

On behalf of the administration and organizing committee, it gives us immense pleasure to cordially invite you to the **Inauguration Ceremony** at **[University Name]**. This event marks a significant milestone in our institution's history as we embark upon a new chapter of excellence and growth.

Event Details:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue / Auditorium Name]

The ceremony will feature esteemed keynote speakers, including [Guest Names/Designations], along with distinguished members of our faculty, alumni, and the student body. Program highlights include [briefly mention highlights, e.g., cultural performances, ribbon-cutting, unveiling of a new facility, etc.].

Your gracious presence would add immense value to this memorable occasion. We look forward to sharing this proud moment with you, as we envision a future filled with promise and achievement.

Kindly confirm your attendance by [RSVP Deadline Date] to enable us to make the necessary arrangements. You may contact [Contact Person Name] at [Contact Email/Phone Number] for confirmation or further information.

We look forward to welcoming you to the inauguration ceremony and celebrating this new beginning together.

Sincerely,
[Sender's Name]
[Designation]
[University Name]
[Contact Information]