

Date: [Insert Date]

To,
[Delegate's Name]
[Delegate's Title/Position]
[Organization/Institution Name]
[Address]
[Country]

Subject: Invitation to Attend [Name of Cultural Event]

Dear [Delegate's Name],

It is our distinct pleasure to extend a warm invitation to you as an esteemed foreign delegate to participate in the upcoming **[Name of Cultural Event]**, scheduled to take place from **[Event Start Date]** to **[Event End Date]** at **[Venue/Location]**.

This prestigious event celebrates the rich tapestry of our cultural heritage and offers an excellent platform for cross-cultural exchange, mutual understanding, and international collaboration. The program will feature a variety of cultural performances, exhibitions, interactive workshops, and networking sessions that highlight the diversity and unity of our global community.

We believe your participation will greatly enrich the experience for all attendees and foster meaningful dialogue between our nations. We are delighted to cover your accommodation at **[Hotel Name/Accommodation Details]** for the duration of your stay, and will provide assistance regarding your travel arrangements upon confirmation of your participation.

Kindly confirm your attendance by **[RSVP Deadline]** so that we may assist you with your itinerary and other necessary arrangements. Should you require a formal invitation letter for visa purposes, or if you have any specific needs or preferences, please do not hesitate to let us know.

We look forward to welcoming you to **[City/Country]** for what promises to be a memorable and inspiring celebration of culture and unity.

With kind regards,

[Your Name]
[Your Designation/Title]
[Organization/Institution Name]
[Contact Information]
[Email Address]
[Phone Number]