

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization/Institution]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

Subject: Invitation to Participate in Seminar on [Seminar Topic]

We are pleased to invite you to participate in the upcoming seminar titled "[Seminar Title]", organized by [Your Organization/Department]. The seminar is scheduled to be held on [Date] from [Start Time] to [End Time] at [Venue/Location].

The objective of this seminar is to provide valuable insights on **[Brief Seminar Topic/Theme]** and to facilitate constructive dialogue among professionals in the field. We believe your expertise and participation will greatly enrich the discussion and contribute to the learning experience of all attendees.

Kindly confirm your participation by **[RSVP Deadline]** by replying to this letter or contacting us at **[Contact Details: Email/Phone]**. Please find the detailed program and schedule attached for your reference.

We look forward to your affirmative response and hope you will be able to join us for this enriching event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Department]

[Contact Information]