

Date: [Insert Date]

**To,**

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization/Institution]  
[Address Line 1]  
[Address Line 2]

**Subject:** Invitation to the [Seminar Title] with Sponsorship Support

Dear [Recipient Name],

We are pleased to invite you to participate as a [speaker/guest/participant] at the upcoming **[Seminar Title]**, organized by [Your Organization/Institution], which will be held on [Seminar Date(s)] at [Venue/Location]. The theme of this academic seminar is *[Seminar Theme]*, aiming to gather renowned experts, scholars, and students to discuss and exchange ideas on [brief description of seminar topics and objectives].

We are also excited to inform you that this seminar is proudly sponsored by **[Sponsor Name]**. With their generous support, we have been able to:

- Cover participation and registration costs for all invited guests
- Provide travel and accommodation support (if applicable)
- Host networking sessions and provide seminar materials
- [Other sponsorship benefits, if any]

As a sponsored attendee, you will be entitled to [list specific benefits such as travel allowance, waived fees, accommodations, etc.].

We kindly request you to confirm your attendance by [RSVP deadline], so we may coordinate arrangements smoothly. Should you require any further details or special arrangements, please contact us at [email/phone].

Thank you for considering our invitation. We believe your presence will greatly enrich the discussions and overall success of the seminar. We look forward to your favorable reply.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Organization/Institution Name]  
[Contact Information]