

Invitation Letter for Seminar

Date: [Insert Date]
From: [Your Name]
Organization: [Your Organization]
Address: [Your Address]
Email: [Your Email]
Phone: [Your Phone Number]

To: [Recipient Name]
Designation: [Recipient Designation]
Organization: [Recipient Organization]

Subject: Invitation to Attend Seminar on “[Seminar Topic/Title]”

Dear [Recipient Name],

We are pleased to invite you to participate in the seminar titled “[Seminar Topic/Title]” organized by [Your Organization]. The seminar is scheduled for [Date] at [Time] and will be held at [Venue].

This seminar aims to [briefly state the purpose and benefits for the participants]. Your participation will be invaluable as we discuss key issues and share insights related to [broader topic/sector].

Seminar Agenda:

Time	Session/Topic	Speaker/Moderator
09:00 AM – 09:30 AM	Registration & Welcome Tea	-
09:30 AM – 09:45 AM	Opening Remarks	[Keynote Speaker Name]
09:45 AM – 11:00 AM	Session 1: [Main Topic 1]	[Speaker 1]
11:00 AM – 11:15 AM	Tea/Coffee Break	-
11:15 AM – 12:30 PM	Session 2: [Main Topic 2]	[Speaker 2]
12:30 PM – 01:00 PM	Panel Discussion / Q&A	All Speakers
01:00 PM	Closing & Networking Lunch	-

Kindly confirm your attendance by [RSVP Date] via email at [RSVP Email] or by phone at [RSVP Phone].

We look forward to your positive response and hope to see you at the seminar.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]