

# 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 â€œ[Seminar Topic/Title]â€

Dear [Recipient Name],

We are pleased to invite you to participate in the seminar titled â€œ[Seminar Topic/Title]â€ 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 â€“ 09:30 AM	Registration & Welcome Tea	-
09:30 AM â€“ 09:45 AM	Opening Remarks	[Keynote Speaker Name]
09:45 AM â€“ 11:00 AM	Session 1: [Main Topic 1]	[Speaker 1]
11:00 AM â€“ 11:15 AM	Tea/Coffee Break	-
11:15 AM â€“ 12:30 PM	Session 2: [Main Topic 2]	[Speaker 2]
12:30 PM â€“ 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]