Invitation Letter to Welcome Banquet for New President of Company

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I would like to invite and your guests to the banquet in order to welcome the new president of our company. The banquet will be held at (write the address and time). I would like you to fill our R.S.V.P and give it back to the receptionist of our company before the date so that we can confirm your arrival. We need a quick response to ensure that we have sufficient number of seats in the banquet.

Regards,

[You're Name]

[Senders Title] -Optional-