

Invitation Letter to Invite Someone for Speech at School

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I hope this letter finds you in good health. We are proud to announce another successful event of annual prize distribution to be held at our school in the last week of present month. Since you are the most honorable and respected retired professor of [Institute Name], we would like to have your presence as our chief guest at the ceremony. It will be a surprise for our graduating batch to have you at the big day to appreciate them and wish them best of luck for their future.

We request you to give us your speaking time of 5 minutes and also we will have a plaque as a piece of acknowledgement for you as well. We really hope that you will take some time out off your busy schedule for an evening with us.

Thank you very much.

Yours Sincerely,

[Your Name]