

Upcoming Event Discussion Invitation Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

Good day! We would like to invite you to the meeting which will be conducted on 15th of this month at 4 p.m. As you know that we are going to conduct an inauguration ceremony of our business in next month for which we have to make several arrangements. We want that ceremony to be successful with our joint efforts. For this, we would like you to attend the meeting and give us your valuable suggestion regarding the upcoming event in the company.

We will be pleased to see you at the above mentioned time in conference room of our company.

[Your Name]

[Senders Title] -Optional-