

## **Invitation Letter to Someone to Speak for Business Community**

**[Your Name]**

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

**[Subject: Subject of Letter] -optional**

Dear [recipient's name],

It is a delight to announce a small event arranged by the business community of St. Patrick Palm Bakersfield. It would be an informative evening with enlightening discussions on the trending businesses and views of different business personalities on the variations in existing and new products and market plans.

I am writing this letter to invite you as our guest speaker for the evening. Your experience and knowledge will benefit our businesses in certain ways. It would be a pleasure to have you with us. The planned schedule includes a group discussion session, guest speaker's speech, high tea and lastly a question answer session on Thursday 25<sup>th</sup> of December 2016 at 6:00 pm. This kind of interactive session will prove to be prosperous for our business community. It would be very kind of you to take some time for us. We will be looking forward to see you on 25<sup>th</sup>.

Thank you very much.

Yours Sincerely,

**[Your Name]**