

Invitation Letter to a Book Fair

The Readers Association

John Allen

Block 4E, Highland Avenue, California

7TH October, 2016.

Ms. Celia D'Souza

Dear [Recipient's Name],

I hope my letter finds you in the best of your health and spirits. I am extremely excited and overjoyed to tell you that the readers association is holding a book fair next week. We are proud to share with you that a lot of famous authors are on board with us and will be joining our book fair. They will also sign their own books for the people attending the fair. We request your company to join us for the book fair. We will be honored to have you with us. The timings schedule is enclosed. Please see the brochures enclosed for more information about the venue, our sponsors and the other participants. We will also have a question and answer session with our celebrity guests towards the end of our event. For further queries feel free to contact me.

Looking forward to your esteemed company. Kindly let us know about your willingness or regrets to join us for the book fair.

Sincerely,

John Allen

Managing Director, The Readers Association