

Invitation Letter to an Industry Veteran's Speech

Philip de Souza

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

Mr. Frank de Puxico is going to share his experience of working in our company for last 20 years. This will be a very interesting event as he would be sharing many tales from his experience. The speech will take place in conference hall on coming Thursday at 11 am. It will be a great opportunity for you to meet other people from our company also. There will be refreshments for our valuable guests. You can also invite guest(s) who have relevant interest in the subject with you. It would be a great honour for us to see you in the event.

Eagerly waiting for your participation in the event of veteran's speech of the industry

Sincerely,

Philip de Souza

[Senders Title] -Optional-