

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Guest Name]

[Title]

[Organisation]

**Subject: Invitation — [EVENT NAME]**

Dear [Guest Name],

On behalf of [HOST ORGANISATION], it is my pleasure to invite you to [EVENT NAME], to be held on [DATE] at [TIME] at [VENUE, ADDRESS].

[ONE OR TWO SENTENCES ABOUT THE EVENT — its purpose, what will happen, who will attend, and why the guest's presence would be valued. Mention any programme highlights such as speakers, awards or demonstrations.]

[PRACTICAL DETAILS — dress code, parking, whether the invitation extends to a partner or colleagues, and any registration requirements.]

We would be delighted to have you join us. Kindly confirm your attendance by [RSVP DATE] by contacting [NAME] at [PHONE / EMAIL]. We look forward to welcoming you.

With best regards,

[Your Name]

[Job Title]

[Host Organisation]