

Sample Business Event Invitation Letter (Letterhead Format)

January 1, 2023

To,

Recipients Name :

Recipients Title :

Recipients Company :

Recipients Address :

City, State, Zip Code :

It is with great pleasure that we invite you to (the launch of our new magazine) on (January 20, 2023) at the (Hotel InterContinental) at (1600 hours).

Kindly give us a confirmation of your attendance by (January 10, 2023)

Looking forward to seeing you.

Sincerely,

[Signature]

[Sender's first and last name]

[Title and company name]