

SAMPLE

Sample Business Event Invitation Letter (Letterhead format)

January 1, 2011

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, 2011) at the (Hotel InterContinental) at (1600hours).

Kindly give us a confirmation of your attendance by (January 10, 2011).

Looking forward to seeing you,

Sincerely,

[Signature]

[Sender's first and last names]

[Title and Company name]