Invitation

Letter

**[Write Name Here]**

**Date: 00/00/0000**

[Designation]

[Address] [Contact]

**Dear Mr. [Write name here]**

I am writing you on behalf of my company – {Company Name} to invite you to our Industry Association Seminar on {date} at {time} at {location}.

During the Seminar, we will {discuss specifics here, like what topics will be addressed, who will be speaking, whether there will be food, etc.}. This is a major event in our industry, and other attendees will include {list them}.

Please RSVP with the enclosed form to let us know whether you will be able to attend. We look forward to seeing you on {date} at {time} at {location}.

Sincerely,

**[Write Complete Name Here]**

[Contact]

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