

Blank Invitation Letter Template for Corporate Events

Date:

To:

Company/Organization:

Subject:

Dear _____,

We are pleased to invite you to our upcoming corporate event, _____, scheduled to be held on _____ at _____.

The purpose of this event is _____.

Your presence would be highly appreciated.

Kindly confirm your attendance by _____.

We look forward to welcoming you.

Sincerely,

Name & Position

Company Name

Contact Information