

Invitation Letter

Date:

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To:

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Subject:

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Dear,

We are pleased to invite you to the Award Ceremony, which will be held on
..... at

The ceremony will begin at We would be honored by your presence as we recognize
outstanding achievements and celebrate exceptional accomplishments.

Please confirm your attendance by

We look forward to your participation in this memorable event.

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Signature

.....
Name & Designation

.....
Organization