

# Conference Invitation Letter

Date:

\_\_\_\_\_

To:

\_\_\_\_\_

Organization/Institution:

\_\_\_\_\_

Subject: \_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to invite you to the \_\_\_\_\_ Conference, to be held at  
\_\_\_\_\_ on \_\_\_\_\_.

This event is organized by \_\_\_\_\_, and aims to \_\_\_\_\_. We  
believe your presence and participation will greatly enrich the discussions and contribute to the event's  
success.

Please find the details below:

- **Date:**  
\_\_\_\_\_
- **Venue:**  
\_\_\_\_\_
- **Time:**  
\_\_\_\_\_
- **Theme/Agenda:**  
\_\_\_\_\_

Kindly confirm your participation at your earliest convenience. Should you have any questions, please contact  
us at \_\_\_\_\_.

We look forward to welcoming you.

Yours sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Designation

\_\_\_\_\_  
Organization/Institution