

Sample Business Event Invitation Letter (Letterhead Format)

Date:

To,

Recipients Name : [RECIPIENT'S NAME]

Recipients Designation : [RECIPIENT'S DESIGNATION]

Recipients Company : [RECIPIENT'S COMPANY]

Recipients Address : [RECIPIENT'S ADDRESS]

City, State, Zip Code : [RECIPIENT'S CITY, STATE, ZIP]

It is with great pleasure that we invite you for business regarding (giving exact details and reason about the purpose of business) with our (company name).

Kindly give us a confirmation of your business visit by (January 10, 2024)

Looking forward to seeing you.

Sincerely,

[Signature]

[Sender's first and last name]

[Title/ Designation]

[Company Name]