

Sample Business Event Invitation Letter (Letterhead Format)

Date:

To,

Recipients Name :

Recipients Designation :

Recipients Company :

Recipients Address :

City, State, Zip Code :

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]