

(Format Business Invitation Letter)
(on Letter Head)

Date

To,

Recipient Name

Recipient Title

Recipient Company Name

Recipient Address

City, State, Zip Code

It is with great pleasure that we invite you to (purpose of meeting) on (date) at (Venue of meeting).

Kindly give us a confirmation for the same and oblige. Looking forward to seeing you.

Sincerely

(Signature)

(Authorized signatory's first and last name)

(Title and company name)