**Formal Invitation Letter**

From,

Mr. Wesley,

Head of marketing department,

SET Consultancy Services,

Denver

To,

Mr. Lewinsky,

Marketing manager,

SET Consultancy Services,

Denver

Dear Mr. Lewinsky,

I, Mr. Wesley, the head of the marketing department for the SET Consultancy Services, am writing this letter as an invitation to you for the annual get together of the employees of the SET Consultancy Services. This get together has until now been concentrated for the heads of the various departments for our firm. However, the current year has brought in this favorable change where the firm authorities have realized that managers are the people responsible for successful execution of all the plans which they plan out; and they deserve to be a part of this get together.

You are requested to be accompanied by your wife. The firm authorities also wish to announce the name of the employee to whom the ‘Best Employee of the Year’ title is to be awarded. I am hopeful that your name floats from the nomination list to coveted position. Looking forward for the get together,

Yours sincerely,

Mr. Wesley