**Sample Invitation Letter**

To

The director,

Dolphin Institute of Management,

Hyderabad,

Andhra Pradesh

August 8, 2010

Subject: - Invitation for the ninth national level case study contest

Dear Sir,

To begin with accept greetings from our institution. As you may know we are arranging national level case study contests for the last eight years. We thank all institutes like you for making that grand success.

Now, it is once again that time of the year when we will arrange the case study contest for this year. To make it a success this time, we are sending request to a total of 257 colleges. This gives us immense pleasure to announce that your college is one of those. So, kindly come and be a part of the event. This year also we are keeping the team size as 2 for the faculties and 3 for the student. Other details can be found in our attached poster.

Looking forward to your presence in the event

Thanks and Regards

Sumit Kathuria

ABC Institution.