Company name

Street Name and Number

Postcode and City

Country (State)

MM/DD/YYYY

Company name

Name ad Surname of the receipant

Street Name and Number

Postcode and City

Country (State)

SUBJECT: INVITATION FOR **<ENTER NAME OF the EVENT>**

Dear Mr./Ms. **<LASTNAME>**

We would like to invite you to attend the <**ENTER NAME OF the EVENT**> located at <**ENTER PLACE**> on <**DATE**> at <**TIME**>.  It is our great honor to have you as out guest as we apreciate you as our <**CLIENT/CUSTOMER/PARTNER**>. We are hoping that we will get the same support from you.

The event is prepared  in the intention to show our acknowledgment to our most important  <**CLIENT/CUSTOMER/PARTNER** >.  Therefore this will be an outstanding opportunity for us to show appreciation of your business, but it the sample time to strenghten our coopersation.

Please come early so that we can find a comfortable seat for you. We would appreciate if you can attend this event as you are one of out top **<clients/partners>.**

Please let us know if you are attending the event or not by **<DATE>**.

Hoping for your presence on that day. We look forward meeting you.

Sincerely yours,

**<Name, Surname of the sender>**