

# Business Invitation Letter

Date:

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

We are pleased to invite you to

The event will take place on

Purpose/Agenda:

Please let us know if you will be able to attend. We look forward to your presence.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]