The Letter of Invitation

Purpose
The purpose of an invitation letter is to request the attendance of a particular person, group of people, or representative of an organisation, at some particular event. The description here is of a more formal invitation, such as might be sent to a person not well known personally, rather than to a familiar friend or relative.

Structure
The basic structure of an invitation letter consists of five parts:

1. Initial details, including sender's address, date, recipient's name and address, and greeting.
2. The writer introduces him or herself and/or the organisation or group they represent.
3. The actual invitation is made, including a statement of details regarding the nature and/or purpose of the event, the time, date and place, and any special considerations regarding appropriate dress. Some indication might be given regarding others, if any, who will be attending the event. The invitation should also make clear any cost that might be involved, any items the person might be requested to bring, and any special role they might be requested to play in the event. A request for a response by a particular date should be made.
4. A brief statement indicating hopes for their attendance, or anticipation of their response, is generally made in conclusion.
5. Formal sign-off.

Language Features and Conventions
The invitation letter takes a polite, but semi-formal tone. It is not obviously persuasive, but not entirely neutral either, since there is generally a hope that the person will want to attend. It is written in a mixture of present and future tenses. It makes use of full sentences and paragraphs. Linking words and phrases to do with description and explanation are used, such as "it will be", "we hope that", "after", "during", "in order to".
17 September 2003

Mrs Josie Burton
President
Madeuptown Chamber of Commerce
35 Business Street
MADEUPTOWN 4890

Dear Mrs Burton

My name is Harry Youngperson, and I am writing on behalf of the students of Yellow River Primary School. We would like to invite you, or a representative of the Chamber of Commerce, to attend a special event to be held at our school in a few weeks time.

Some students of our school have been working on a project to devise solutions to the difficulties many young people in our town have in finding a job when they finish school. Our special audiovisual presentation, to be held in the school library at 11.00am on Tuesday, 2 November, will outline the findings of our investigation, and a variety of proposals we believe will help generate jobs for local young people.

During the program, several students will receive community service awards from Mayor Jeff Bridges. Following the proceedings, a light morning tea will be provided.

You are among a number of local community leaders we are hoping will be able to attend the presentation. Could you please let us know if you will be able to attend, by phoning the school on 4455 6677 before Friday 29 October?

We look forward to seeing you there.

Yours sincerely

Harry Youngperson
August 15, 2006

Mr. Roger Moriarity  
Executive Director  
Children With Disabilities Foundation  
430 Smithson Drive, Suite 500  
Chicago, IL 32956

Dear Mr. Moriarity:

The purpose of this letter is to formally invite you, on behalf of the Board of Directors, to be the Closing Keynote Speaker at the upcoming 2006 IDCRI Conference.

The theme of this conference is "Disabling the Disability - Looking It Straight In the Eye". It will be held at the Mountainview Conference Facility, in Montpelier, Vermont from December 3 to 5, 2006.

For your information, Susan Crutchlow of Taming the Environment will be the opening Keynote Speaker. The provisional title of her presentation is "The Disabled Environment - Can We Help It?" We will forward a complete draft speaker program to you in a couple of weeks to give you an idea of the specific subjects that will be covered by the other speakers.

We expect attendance this year to be the highest ever; in the area of 2,000 delegates and 150 speakers. This includes a large contingent from our new European Chapter that is based in Geneva. You may have heard that Dr. Walton Everinson will be presenting a major paper on his latest research into "Genetic ReEngineering". We are already receiving inquiries from all over the world about Dr. Everinson's presentation.

In closing, we would be pleased and honored if you would consent to be our closing speaker at the 2006 ICDRI Conference.

I will call you in a week or so to follow up on this.

Yours sincerely,

Richard Bagnall  
Executive Director  
International Disabled Children Research Institute
January 20, 2007

Mrs. Belinda Huffman
1541 Aberdeen Ave.
Montreal, QC
H3C 1L2

Dear Mrs. Huffman:

Re: Private Preview Showing - Spring Collection 2007 - Ticket No. 08-01237

As one of our longtime valued customers we would like to invite you to our special Private Preview Showing of our Spring Fashion Collection for 2007.

The showing will take place at our downtown store at 4550 Sherbrooke St. West, Monday evening, February 19, 2007 from 7:00 pm to 11:00 pm. Limited free parking will be available in our parking garage on the Mountain Street side of the store.

In addition to the continuous fashion show that will be running all evening long, there will be a number of spring merchandise draws, as well as a door prize for a $2,000 unlimited shopping spree. So, don't miss out on the fun!

For entry into the show and to be eligible for any of the draws you will be required to produce this original invitation with your ticket number printed on it.

In order that we may plan for snacks and refreshments appropriately, if you plan to attend, we ask you to please call Danielle Laporte at (514) 982-7593 and advise her by February 12th.

Please note: If Danielle doesn't hear from you by Friday, February 10th we will assume that you are not attending the show and we will issue your ticket number to someone else.

Everyone here at The Fashion House looks forward to meeting you and sharing our Spring Collection with you at our Preview Private Showing.

Yours sincerely,

Rhonda Sugarman
Show Co-ordinator
September 20, 2005

Dear Prof. Lissette Rubiano,

The role of your Department in increasing membership is really to be appreciated. This was shown at the last professional meeting of the Teachers Club of the Pilar Elementary School, a neighboring school. After the enlightening talk of one of your representatives, several teachers there applied for optional insurance.

Our teacher’s club would like to listen to a similar talk since some of our members have some questions about their own insurance policy. Specifically, we want to know what benefits are available to government employee members in terms of financing for investment. We also want more enlightenment about optional insurance.

Will you please be our guest speaker at our next professional meeting on October 15, 2005 at the school auditorium? By accepting this invitation, you will acquaint our teachers with the various opportunities for improving their lot through insurance, and this will encourage the new teachers to become members, too.

We will look forward to your being with us at 9:00 a.m. on said date.

Cecille Morgan
President, Faculty Club
August 12, 2002

Dear Ms. Merecel Banzon:

The Celeste Trend announces with pleasure that Mrs. Celeste Navarro will conduct a fashion show of her new summer designs at the Rose Ballroom of the Midnight Hotel on Saturday, September 2, 2002 at 8:00 p.m. You are cordially invited.

The fashion show will be graced by the country’s top fashion models and beauty queens such as Anne Curtiz, Bea Alonzo, and Melanie Marquez.

Since seating is limited, reservations are requested. Please make your reservation now by calling up 491-2911 to make sure that you can be present at this lovely and exciting event.

The stunning Celeste Trend originals will include dresses for all occasions such as evening wear, office wear and sportswear.

Come and enjoy a delightful evening with the country’s loveliest fashion models.

Very truly yours,

Riaflor Dominquez
Marketing Director
**Invitation Letter – Sportsfest**

August 31st, 2008  |  Published in Invitation Letter

May 20, 1990

Mr. Raul Paulett
Pto. Rivas
Balanga, Bataan

Dear Mr. Paulett:

National Body Fitness Centre is going to have its sportsfest on April 05, 1990 at 2:00 P.M. In this connection, we are inviting you to come and be among our special guests.

We look forward to your presence in this once a year celebration.

Sincerely yours,

Jhoanna Scarlet

Tags: invitation

**Invitation letter – Induction Ceremony**

August 29th, 2008  |  Published in Invitation Letter

May 18, 2000

Mr. William Fleming
Realty Corporation
Ayala, Makati

Dear Mr. Fleming:

The Association of Realtors would like to invite you to take part in its induction ceremony to be held at the Pavillion Hotel on April 5, 2000 at 7:00 P.M. Cocktails will follow after the induction.

Your presence will be highly appreciated.

Truly yours,

Maricel Hamto
Invitation Letter – PME Development Course

September 04, 2007

Engr. Emerson Navarro
Instructor II
Bataan Heroes Memorial College

Dear Engr. Navarro:

The PSME-Bataan Chapter is pleased to invite you to a PME Development Course on September 29, 2007 8:00-12:00 AM, Petron Bataan Auditorium. This program is in fulfillment of the Chapter’s primary mission of supporting the continuing professional development of its members. The progressive implementation of the ME Law constrains the Registered ME’s to upgrade their professional certification to the PME level to improve job competency and employability.

The Chapter is privileged to have, as resource persons for the Course, respected PME’s who are outstanding engineers in their respective fields:

2. Engr. Lynwes S. Lim, PME – Phoenix Polypropylene Corporation

Registration Fee is P250.00 inclusive of snacks, lunch and course materials.

We hope you can find the time for this rare opportunity.

Thank you for your continuing support.

In the service of the ME Profession

Engr. Frank Y. Santos
President
PSME Bataan Chapter

Engr. Ed. C. Ison
Chairman
PME Dev Course and Innovation