## Sample Business Event Invitation Letter ( Letterhead format)

January 1, 2011	
To,	
Recipients Name	
Recipients Title	
Recipients Compa	ny
Recipients Addres	s
City, State, Zip Co	ode
	asure that we invite you to (the launch of our new magazine) on (January 20, 2011) at the cental) at (1600hours).
Kindly give us a c	onfirmation of your attendance by (January 10, 2011).
Looking forward t	o seeing you,
Sincerely,	
[Signature]	
[Sender's first and	last names]
[Title and Compar	ny name]