

Formal Event Announcement Letter

Subject: Invitation to [Event Name]

Dear [Recipient Name],

We are pleased to announce that [Company/Organization Name] will be hosting [Event Name] on [Date] at [Venue]. This event aims to [brief purpose of the event, e.g., celebrate achievements, launch a product, conduct training].

We kindly request your presence and participation. Please RSVP by [RSVP Date] to confirm your attendance.

Sincerely,

[Your Name]

[Designation]

[Company/Organization Name]

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