

Professional follow up invitation email

Subject: Following Up on Our Event Invitation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invitation we sent regarding [Event Name] scheduled for [Date] at [Location]. We would be delighted to have your presence and participation at this occasion.

As space is limited, we would appreciate your confirmation at your earliest convenience. Kindly let us know if you require further information or assistance in arranging your attendance.

Thank you for considering our invitation, and we look forward to your positive response.

Warm regards,

[Your Full Name]

[Your Position]

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