

Formal follow up invitation letter

Subject: Gentle Reminder Regarding [Event Name]

Dear [Recipient's Name],

I trust this letter finds you in good health. This is a courteous reminder regarding the invitation we extended to you for [Event Name], which will take place on [Date] at [Location].

Your presence would be a great honor, and we would be most pleased to welcome you. If you require any additional details, please do not hesitate to contact us.

Kindly confirm your attendance at your earliest convenience. We look forward to your esteemed presence.

Respectfully,

[Your Full Name]

[Your Title/Organization]

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