

Educational Formal Invitation

Subject: Invitation to University Gala Dinner

Dear [Professor/Dr./Mr./Ms. Name],

It is with great pleasure that we invite you to the University Gala Dinner on [Date] at [Venue]. This formal event aims to honor faculty, alumni, and distinguished guests for their contributions.

Please confirm your attendance by [RSVP Date]. Evening attire is recommended, and the dinner will be followed by speeches and award presentations.

Warm regards,

[Organizer Name]

[University Department]

[Contact Information]

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