

Invitation for officials or institutional guests

Dear [Title and Name],

It is with great pleasure that we extend an invitation to you for the grand opening ceremony of [Institution/Facility Name] on [Date] at [Time]. Your esteemed presence would greatly honor the occasion.

The ceremony will feature formal speeches, a ribbon-cutting event, and a tour of our new facility.

Kindly RSVP by [Date] to confirm your attendance.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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