

Formal Chief Guest Invitation

Subject: Invitation to Grace Our Annual Day Celebration as Chief Guest

Dear [Name],

It is with great honor that we extend to you an invitation to be the Chief Guest at our Annual Day Celebration, scheduled to be held on [date] at [venue]. Your esteemed presence will add immense value to the occasion and inspire our students and staff alike.

The event will showcase various cultural and academic achievements, followed by a felicitation ceremony where we would be delighted to have you address our audience with your encouraging words.

We sincerely hope you will accept this invitation and honor us with your gracious presence. Kindly confirm your availability at your earliest convenience.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

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