

Official Chief Guest Invitation

Subject: Official Invitation to Attend as Chief Guest

Respected [Title/Name],

This is to officially extend an invitation to you to be the Chief Guest at the [event name], organized by [institution/organization] on [date] at [venue]. The event will be attended by dignitaries, faculty, students, and media representatives.

Your presence as the Chief Guest will greatly enhance the prestige of this program. We would be honored to have you deliver the inaugural address and distribute awards to our achievers.

We kindly request confirmation of your availability at your earliest convenience.

Sincerely,

[Your Name]

[Designation]

[Organization Name]

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