

Preliminary Chief Guest Invitation

Subject: Preliminary Invitation to Join as Chief Guest

Dear [Name],

We are pleased to inform you that our institution is planning to host the [event name] on [tentative date] at [venue]. While the program details are still being finalized, it would be a privilege to have you as our Chief Guest for the occasion.

We are reaching out at this early stage to check your availability, as your presence would add great significance to the event. Once the details are finalized, we will share the formal program schedule with you.

We sincerely hope you can join us.

Respectfully,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/invitation-letter-for-chief-guest>