

Provisional inauguration invitation letter

Subject: Tentative Invitation to Inauguration Ceremony

Dear [Recipient's Name],

We are pleased to inform you that we are planning the inauguration of [Project/Event] on [Proposed Date] at [Venue]. While the details are still being finalized, we wanted to extend a provisional invitation to reserve the date in your calendar.

A formal confirmation with complete details will follow shortly. We hope you will be able to join us for this important occasion.

Sincerely,

[Your Name]

[Organization]

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