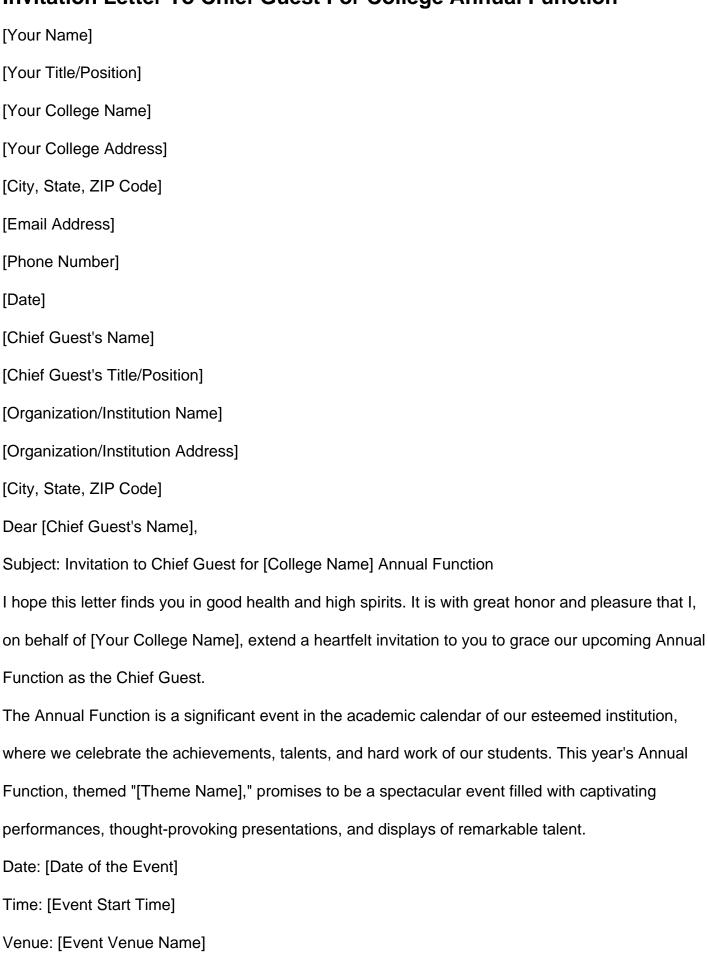
## **Invitation Letter To Chief Guest For College Annual Function**



Address: [Event Venue Address]

Your presence at the event would be an immense source of inspiration for our students, faculty members, and staff. We believe that your insights and experiences would greatly enrich the

occasion and motivate our students to aim for higher levels of excellence.

We kindly request you to confirm your availability as the Chief Guest for the Annual Function at your earliest convenience. Your confirmation will enable us to make the necessary arrangements and

ensure that your visit is both enjoyable and memorable.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarifications. We eagerly anticipate the pleasure of your presence and look forward to welcoming you to our campus.

Thank you for considering our invitation. We are confident that your participation will make our Annual Function a resounding success.

With warm regards,

Sincerely,

[Your Name]

[Your Title/Position]

[Your College Name]

[Enclosure: Event Program/Agenda, Accommodation Details (if applicable)]