

Formal invitation to chief guest for annual college event

Subject: Invitation to Serve as Chief Guest at [College Name] Annual Function

Dear [Chief Guest Name],

We are honored to invite you to be the Chief Guest at the Annual Function of [College Name], scheduled on [Date] at [Venue]. Your esteemed presence will greatly inspire our students and faculty.

The function will commence at [Time], and we would be delighted if you could grace the event with your presence and deliver the keynote address. Kindly confirm your availability at your earliest convenience.

We look forward to welcoming you to our college.

Sincerely,

[Principal Name]

[College Name]

[Contact Information]

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