

Friendly and warm invitation suitable for informal communication

Hello [Chief Guest Name],

We are excited to invite you as the Chief Guest for our Annual Function at [College Name] on

[Date]. It would be wonderful to have you with us and share a few words with our students.

The event starts at [Time], and we hope you can join us for this special occasion. Please let us know if you will be able to attend.

Warm regards,

[Event Coordinator Name]

[College Name]

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