

Warm and enthusiastic invitation letter

Subject: Request to Grace Our Annual Function as Chief Guest

Dear [Chief Guest Name],

It is with great pleasure that we extend an invitation to you to be the Chief Guest at [College Name]'s Annual Function on [Date]. Your presence and guidance would be an immense honor for our students and faculty.

The function will commence at [Time], followed by cultural programs and student presentations. We sincerely hope you will accept our invitation and encourage our students with your inspiring words.

Looking forward to your positive confirmation.

Warm regards,

[Principal Name]

[College Name]

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