

## Invitation pending final schedule confirmation

Subject: Invitation to Serve as Chief Guest (Tentative)

Dear [Chief Guest Name],

We are pleased to extend a provisional invitation for you to be the Chief Guest at our Annual Function at [College Name]. The event is tentatively scheduled for [Date] at [Venue].

We will confirm the finalized schedule shortly and hope you can accommodate this event in your calendar. Your presence would be a great honor to our college.

Thank you for considering our invitation.

Sincerely,

[Event Coordinator Name]

[College Name]

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