Short and direct digital message

Hello [Chief Guest Name],

We would be honored to have you as the Chief Guest for [College Name] Annual Function on

[Date]. The event starts at [Time].

Please confirm your availability. Looking forward to your presence.

Best,

[College Name] Team

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https://www.lettersandtemplates.com/letters/invitation-letter-to-chief-guest-for-college-annual-functio

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