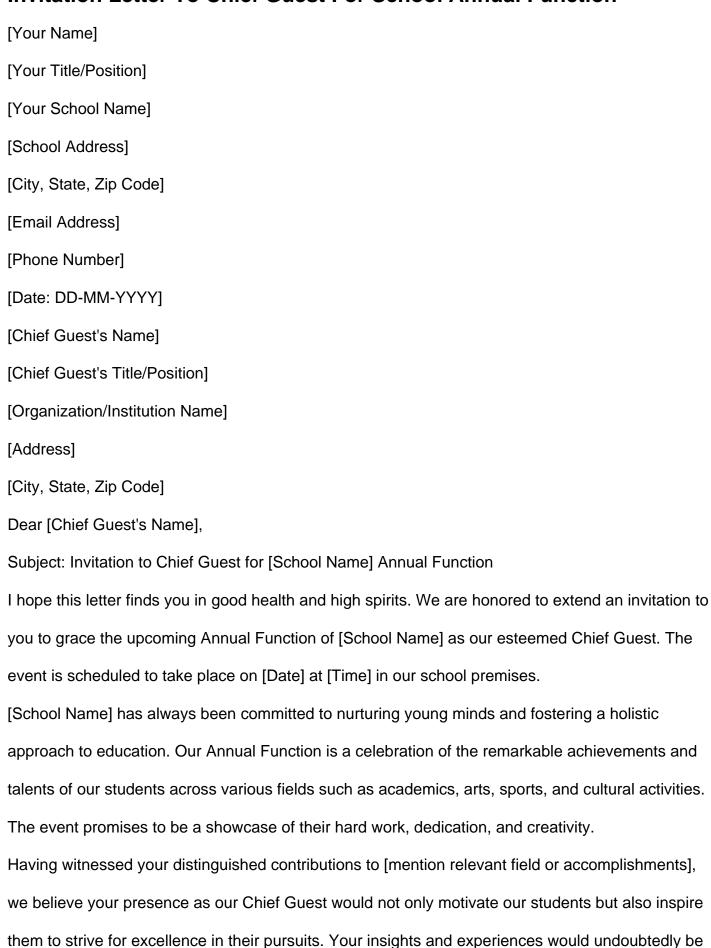
## **Invitation Letter To Chief Guest For School Annual Function**



invaluable to our young learners.

The tentative agenda for the Annual Function includes:

- Welcoming Address by [School Principal's Name]

- Cultural Performances by Students

- Prize Distribution for Academic Achievements and Extracurricular Activities

- Chief Guest's Address

- Vote of Thanks

We would be honored to have you as a part of this memorable occasion. Your presence would

undoubtedly add grace and significance to the event.

Please confirm your availability at your earliest convenience so that we can make the necessary

arrangements for your visit. Kindly respond to this invitation by [RSVP Date] through email at [Your

Email Address] or by phone at [Your Phone Number].

We eagerly look forward to your affirmative response and your esteemed presence at our Annual

Function. Your participation will make a tremendous difference to our students and the entire

[School Name] community.

Thank you for considering our invitation. We eagerly anticipate your positive response.

Yours sincerely,

[Your Name]

[Your Title/Position]

[Your School Name]

**Enclosure: Annual Function Program Details** 

[Note: Make sure to customize the letter according to your school's details and the specific details of

the annual function. Also, ensure that you proofread the letter before sending it to the chief guest.]