

Invitation Letter To Chief Guest For School Annual Function

[Your Name]

[Your Title/Position]

[Your School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date: DD-MM-YYYY]

[Chief Guest's Name]

[Chief Guest's Title/Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Chief Guest's Name],

Subject: Invitation to Chief Guest for [School Name] Annual Function

I hope this letter finds you in good health and high spirits. We are honored to extend an invitation to you to grace the upcoming Annual Function of [School Name] as our esteemed Chief Guest. The event is scheduled to take place on [Date] at [Time] in our school premises.

[School Name] has always been committed to nurturing young minds and fostering a holistic approach to education. Our Annual Function is a celebration of the remarkable achievements and talents of our students across various fields such as academics, arts, sports, and cultural activities. The event promises to be a showcase of their hard work, dedication, and creativity.

Having witnessed your distinguished contributions to [mention relevant field or accomplishments], we believe your presence as our Chief Guest would not only motivate our students but also inspire them to strive for excellence in their pursuits. Your insights and experiences would undoubtedly be

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.]