

Official formal invitation for annual function

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

Dear [Chief Guest's Name],

It gives us immense pleasure to invite you as the Chief Guest for the Annual Function of [School Name] scheduled on [Date] at [Time] in [Venue]. Your presence would greatly honor us and inspire our students.

The event will showcase various performances by our students, including cultural programs, speeches, and awards. Your participation and address would be a valuable addition, motivating the young minds of our school community.

We sincerely hope you will grace us with your presence. Kindly confirm your availability at your earliest convenience.

Warm regards,

[Principal/Organizer Name]

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