

Informal invitation email to chief guest

Subject: Join Us as Chief Guest at Our School Annual Function

Dear [Chief Guest's Name],

I hope you are doing well. We are excited to invite you to be the Chief Guest at [School Name]'s Annual Function on [Date] at [Venue]. Your presence would be a delight for both students and staff.

The program will feature student performances, awards, and celebrations of achievements throughout the year. It would be wonderful if you could join us and share your valuable words of encouragement.

Please let us know if you are able to attend. We look forward to your positive response.

Best regards,

[Principal/Organizer Name]

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