

Initial invitation to gauge chief guest availability

Subject: Preliminary Invitation for Annual Function

Dear [Chief Guest's Name],

I am writing to preliminarily invite you to be the Chief Guest at [School Name]'s Annual Function scheduled on [Date]. This is an initial invitation to check your availability for the event.

The function will highlight student achievements, performances, and awards. Your presence would be a source of encouragement and inspiration for our students.

Please let us know at your earliest convenience if this date is suitable for you.

Sincerely,

[Principal/Organizer Name]

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