

Formal and respectful invitation for a distinguished guest

Subject: Invitation to Serve as Chief Guest

Dear [Chief Guest's Name],

On behalf of [School Name], we are honored to invite you as the Chief Guest for our Annual Function on [Date] at [Venue]. Your esteemed presence would greatly enrich the occasion.

The event will feature performances, award distributions, and recognition of student achievements. We would be grateful if you could share your valuable insights and inspire our students.

Please let us know your availability at the earliest. We look forward to welcoming you.

Sincerely,

[Principal/Organizer Name]

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