

Friendly and casual invitation for email

Subject: Join Us at Our Annual Function

Dear [Chief Guest's Name],

I hope this email finds you well. We are hosting our Annual Function on [Date] at [Venue] and would love for you to be our Chief Guest.

The students have prepared an engaging program filled with performances and awards. Your presence and address would make the event truly special.

Please let us know if you can attend. Looking forward to seeing you.

Best,

[Principal/Organizer Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/invitation-letter-to-chief-guest-for-school-annual-function>