

Official Government Polite Invitation Letter

Subject: Invitation to Attend [Function Name]

Dear [Recipient Name],

On behalf of [Organization/Department], we cordially invite you to [Function Name] on [Date] at [Venue]. Your presence would honor the event and its objectives.

Please confirm your attendance by [RSVP Date]. We look forward to your participation.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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