

Formal Press Conference Invitation Letter

Subject: Invitation to Press Conference on [Event/Announcement]

Dear [Recipient Name],

We are pleased to invite you to attend a press conference regarding [event/topic] scheduled on [date] at [time] at [venue/location].

The press conference will include key speakers such as [names/titles] and will provide insights into [subject]. Your presence and coverage would be greatly appreciated.

Please RSVP by [RSVP date] to confirm your attendance.

Sincerely,

[Your Name]

[Position]

[Organization]

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