Print on Company Headed Paper if you have it

[Your Name]  
[Your Company Name]  
[Your Company Address]  
[Your Telephone and Email Addresss]  
[Your Company Website]

Date

[Mr Alan Smith]  
[Job Title]  
[Company Name]  
[Company Address]   
[Country]  
  
Dear Mr Smith  
  
**Re: Invitation to the Annual Conference [ENTER EVENT NAME]**

It is my pleasure to invite you to participate alongside 35 of the leading marketing people in the field of [ENTER YOUR COMPANYS SPECIALITY] across the world for our 35th Annual Conference/[Event Name].

The Conference starts at [give precise times and dates e.g.] 1pm on Sunday, 22nd May and ends at 4pm Tuesday, 24th May and will take place at the Smith Hotel, Smith Street, Smithtown, SW1 1SS.  
   
[OPTIONAL]: Please note that the all conference fees including your hotel accommodation, your meals and the conference materials will be paid by the X Office/Department.   
  
[OPTIONAL]: This letter can be presented for the purpose of visa applications.

Please can you confirm your attendance by emailing XXX by no later than XXXX and also please let us know if you have any dietary requirements. Full joining instructions will be sent out via email during the week of XX.   
  
Should you require any further assistance, please contact our office at – [ENTER EMAIL/PHONE NUMBER].

We look forward to seeing you in [EVENT PLACE].

Yours sincerely

Signed

[Your name]  
[Job Title]  
[Email and Phone Number]

Please note that if this invitation needs to be taken to a Visa Application Centre in the recipient’s country, you may have to send a proper letter via post or by fax – so that the signature can been seen. It may be worth checking with the recipient who may have applied previously for Visa and knows how the system works in their country.

*Please not that this is just a sample letter and we are not in any way connected to the British High Commission or Embassies.*

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