

To,

[Mention the name of the addressee]

[Mention the designation of the addressee]

[Mention the address of the addressee]

Subject- Letter of Invitation for Inspection

Dear Sir/ Madam,

I [mention your name] designated as [mention the designation] is writing this letter on behalf of my organization [mention the name of the organization]. This letter aims to extend an invitation regarding your visit to [mention the name of your organization].

[Mention the name of the organization], looks after groups within the city. [Mention the name of the organization] has the employee strength of [mention the number of employees].

On your visit to [mention the name of the organization], you will get to know our working process in much detailed aspect. Also, you can meet our staff and all other employee and understand the situation better.

I am hopeful with this visit, you can offer your help to restructure [mention the name of the organization] into a better place.

We are looking forward to your visit next week or at your preferred schedule. I will be more than happy to make a follow-up with your office to confirm your availability for the visit.

If you have any queries regarding the above, please don't hesitate to contact us on [mention the contact number]. You can also mail us on [mention the mail id].

Thank you in advance for your deliberation. We are looking forward to your visit. Please accept our invitation and oblige.

Thanks,

Regards,

[Hand-written Signature]

[Mention your name]

[Mention your address]

[Mention your contact number]

[Mention the date].