

[Mention your name]

[Mention your address]

[Street, city, state]

[Zip-code]

[Mention the date]

To,

[Mention the name]

[Mention the address]

[City, state, zip-code]

Subject- Letter of invitation for a webinar

Dear sir/madam

On behalf of [mention the name of the university], the most reputed in [mention the name of the country], I, [mention your name], the [mention your post] am writing this letter to inform you that on [mention the date], we are conducting a webinar in our grand auditorium. We are thereby inviting all your students to attend it.

The webinar will focus on [mention the subject], especially on places like [mention them] and this topic is chosen by the higher authorities after a long discussion. [Mention the name of the professor], the most capable educator of our university, known for being an experienced person in such presentations has agreed to do it.

Gaining appropriate and adequate knowledge on [mention the topic] will help the students gain a deep understanding of it and during the presentation, they will get a chance to interact with our well-versed professor, expressing their views on different areas and asking questions if they have doubts anywhere. They will also be served refreshments during the presentation so that their brain remains active and they don't feel tired.

This is a very good opportunity for all those students who are sincere and want to achieve their goals in life. It will be highly beneficial for them to do great in their future job opportunities. We are going to use all the mediums, through which they can learn better, and this will be including but will not be limited to audio files, video notes, etc.

Kindly note that no money will be charged from them for attending it. We are conducting it solely for the better future of our future generation and we want them to contribute to the growth and development of the country.

Please let us know how many students are interested in it by the end of this week. We are hoping for a favorable response from you.

Yours sincerely

[Mention your name]