To,

[Name of the recipient],

[Address],

[Date],

Sub: Letter of Invitation for Annual Day Celebration

Respected (Sir/Madam),

We are very happy to be able to send you this invitation for the Annual day celebration of our institution. The previously mentioned program will take place on (mention the date of the program). The time will be (mention the starting time) and the place will be our institution grounds.

Our loving students will perform various events and extra-curricular activities to display their talents and abilities, such as (mention some of the activities). We will start our event by welcoming our chief guest (mention the person) and listening to his words.

Our members will also participate in encouraging our young generation. We will also provide meals and beverages for our guests and members at this event.

We hope you will give us the privilege of encouraging our students through your glorious presence.

Thanking you,

Regards,

[Name of the sender],

[Designation],

[Institution name]