**Sample Business Event Invitation Letter:**

(company logo)

(company address)

(company website)

(insert date)

Dear Sir or Madam/Employees/Company Name,

It is with great pleasure that we write to invite you to (insert company name)’s Annual Charity Dinner on the (insert date) at (insert time).

This year, we have decided to support the wonderful work of (give charity name) that dedicate their time to (give details of cause). Our function this year will aim to raise awareness/money/encourage the current campaign of (give charity name) and their efforts.

Our charity dinner will be held at the (enter location name) with a black tie/formal/theme dress code. We are enclosing the programme of events for the evening so please be prompt on arrival.

We anticipate to have over 200/500/1,000 people in attendance for this event (give event name) and are expecting you to be one of them! Do not miss out on this spectacular occasion. Please remember to RSVP before the (give date), and inform us of the number of guests you wish to bring with you, in order for us to send you your tickets.

We are looking forward to your attendance at the event.

Sincerely yours,

(signature)

(full name)

(position at company)

(contact details)

Enclosed: programme/tickets/RSVP form/details