**Formal Invitation Letter for Lunch Sample:**

(recipient address)

(date)

Dear Mr/Mrs/Ms (insert full name),

Allow me the pleasure of inviting you, and a few of your fellow associates, on behalf of (insert company name) company to a business luncheon at our offices on (enter the date of the event).

As our companies will begin to have a closer working relationship in the upcoming weeks, it would be a good opportunity for us to get to know each other better and discuss future business prospects (give details).

Please give our reception a call on (enter contact number) to inform us whether you will be attending. We look forward to seeing you there and getting to know you better in the coming weeks.

Yours sincerely,

(signature)

(full name)

(company address)

(contact details)