

LETTER OF INVITATION-BUSINESS

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Introduction

The companies write a letter of invitation-business when they host business visitors from abroad or from the same region or country. The business visitors can be investors, potential buyers, may be conference visitors, business partners, employees of any company or mere individuals who come for training at company's facilities. If a company is inviting any visitor, a representative of that company must write the letter. Also the firms must have some specific people who would sign the invitation letters. These letters are basically very much precise only containing the necessary information.

Letter of invitation-business Tips

Some tips to write a business invitation letter

- First of all to write a business letter one must make sure that all the necessary details like date, time and venue of the business event are included properly in the letter.
- The invitation letter should only mention the reason or the purpose for the business event. Also if there is a proper dress code, then that should also be mentioned.
- The representative must not forget to mention his name, designation and the name of the company on whose behalf he is writing the letter.

Sample Letter of invitation-business

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Letter of business invitation for attending a business event

Dear Sir,

I would like to invite you on behalf of ABC industries to attend the inauguration of our new business at XYZ city on MNO at 8DEF pm. It is our pleasure to have you as one of our esteemed guests as you always have been good partners in other businesses for a long time. We are hoping to get the same support this time too.

You are requested to come as early as possible so that we can arrange you a comfortable seat. Please do inform us if you are coming or not.

I hope that you are surely going to come on that day and make the event a success with your presence.

Thanking You

Yours truly,

Name and Signature

Letter of invitation-business Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Business invitation letter

Dear _____ (Sir or Madam),

I am cordially inviting _____ (name of the individual), Vice President, _____ the name of the company) on behalf of _____ (name of the invitee's company) to attend the _____ (name of the business event) on _____ (date and time of the event)

In this event you will be one of our esteemed guests and we expect that you will meet our company officials to discuss on how to strengthen our business further.

I do hope for your presence in the event. Please do confirm your presence as early as possible.

Thanking You

Yours truly,

Name and Signature

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