

[Your Name]  
[Your Position]  
[Your Department]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

[Recipient's Name]  
[Recipient's Position]  
[Department/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Invitation to Attend a Meeting

Dear [Recipient's Name],

I am writing to formally invite you to attend a meeting scheduled for [Date] at [Time]. The meeting will be held at [Venue/Location]. The purpose of this meeting is to discuss [briefly state the agenda or purpose of the meeting].

Your presence and insights would be highly valuable for [mention the objective or importance of the meeting].

Please confirm your attendance by [RSVP date]. Should you have any questions or need further information, feel free to contact me.

Thank you, and I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]  
[Jharkhand Government]