

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Jharkhand University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Invitation to [Event Name/Description]
I hope this letter finds you in great spirits. I am writing to formally
invite you to [event name] scheduled to take place on [date] at
[venue/location] from [start time] to [end time].
[Briefly explain the purpose of the event and its significance].
We would be honored by your presence and participation, as your insights
would greatly enrich the discussions.
Please find attached the event agenda for your reference. We look forward
to your positive response.
Thank you, and we hope to see you soon.
Warm regards,
[Your Name]
[Your Position/Title]
[Your Organization/Institution]
[Contact Information]