

****Template Example for Formal Invitation - JTPC Letter Format****

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Invitation to [Event Name]

We are pleased to invite you to [Event Name], which will take place on [Date] at [Time] in [Location]. This event aims to [briefly describe the purpose of the event].

Your presence would greatly honor us, and we believe your participation would contribute significantly to the discussions and activities planned. Please RSVP by [RSVP Deadline] to [RSVP Contact Information].

We look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]
[Your Position]
[Your Organization]
