

[Your Name]
[Your Title/Position]
[Department/Organization Name]
Jawaharlal Nehru University
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Address]

Dear [Recipient Name],

We are pleased to invite you to attend [Event Title] taking place on [Date] at [Venue/Location] from [Start Time] to [End Time].

This event will feature [brief description of the event, e.g., guest speakers, workshops, discussions] and aims to [purpose/goal of the event]. We believe your presence will greatly enhance the discussions and contribute to the success of the event.

Please RSVP by [RSVP Date] to [Contact Information].

We look forward to your participation.

Warm regards,

[Your Name]
[Your Contact Information]
[Department/Organization Name]
Jawaharlal Nehru University