

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[University/College Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invitation to Seminar on [Seminar Topic]

I am writing to invite you to participate in a seminar organized by [Your Department/Organization] at KTU. The seminar is scheduled for [Date] from [Start Time] to [End Time] and will take place at [Venue/Location].

The theme of the seminar is [Theme]. We aim to bring together students, faculty, and industry professionals to discuss and share insights on [Brief Overview of the Topic].

We would be honored to have you as a speaker/panelist at the event. Your expertise in [Relevant Field/Topic] would greatly enrich our discussions. Please let us know your availability for this event at your earliest convenience. Should you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this invitation.

Sincerely,

[Your Name]
[Your Position]
[Your Department/Organization]
[KTU]