

[Your Name]
[Your Position]
[Your Department]
Oxford University
[University Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization]
[Recipient's Address]
[City, Postal Code]

Dear [Recipient's Name],

We are pleased to invite you to [Event Name], taking place on [Date] at [Time] in [Location within Oxford University]. This event will focus on [brief description of the event's theme or purpose].

Your presence would greatly enrich the discussion, as your expertise in [recipient's area of expertise] aligns closely with the event's objectives.

We hope you can join us for an engaging and insightful experience. Please RSVP by [RSVP Deadline] to [RSVP Contact Information].

Thank you, and we look forward to welcoming you to Oxford University.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Department]