

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Prime Minister's Name]  
[Prime Minister's Office]  
[Office Address]  
[City, State, Zip Code]

Dear Prime Minister [Last Name],  
Subject: Invitation to [Event/Occasion Name]

I hope this letter finds you in great health and high spirits. On behalf of [Your Organization/Institution Name], it is with great honor that we invite you to [describe the event, e.g., a conference, inauguration, or celebration] scheduled to take place on [date] at [venue/location].

The purpose of this event is to [briefly explain the purpose and significance of the event]. Your presence would greatly enhance the occasion and inspire many attendees, including [mention key attendees, stakeholders, or community members].

We would be delighted to welcome you and are looking forward to your affirmative response. Should you need any further information or assistance, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering our invitation.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization/Institution Name]