

[Your Name]
[Your Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to attend our upcoming event to showcase the Post Graduate Diploma in Management (PGDM) program at [Institution Name]. This event is scheduled for [Event Date] at [Event Time] and will be held at [Event Venue/Location].

The PGDM program is designed to equip students with the essential skills and knowledge required to excel in the business world. During this event, you will have the opportunity to meet faculty members, interact with current students, and gain insights into our curriculum and the various career opportunities available for graduates.

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Venue:** [Event Venue/Location]
- **RSVP:** Please confirm your attendance by [RSVP Deadline]

We believe your presence will be invaluable and enhance the discourse surrounding our program. Looking forward to welcoming you.

Warm regards,

[Your Name]
[Your Position]
[Institution Name]