

[Your Name]  
[Your Position]  
[Your Department/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Department/Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to invite you to attend the upcoming event at Wuhan University titled [Event Title]. This event will take place on [Event Date] at [Event Location].

The event will feature [brief description of the event, e.g., guest speakers, workshops, presentations], focusing on [topic or purpose of the event]. We believe that your participation will greatly enrich the discussions and outcomes of this gathering.

Please find the detailed agenda attached for your reference. We kindly ask you to confirm your attendance by [RSVP Date] so we can make appropriate arrangements.

We look forward to your positive response and hope to see you at Wuhan University.

Warm regards,

[Your Name]  
[Your Position]  
[Your Department/Organization]  
[Your Contact Information]