

[Your Name]
[Your Title]
[Your Department]
University of Alberta
[Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Institution/Organization]
[Recipient Address]
[City, Province, Postal Code]

Dear [Recipient Name],

We are thrilled to invite you to [Event Name], hosted by the University of Alberta. This event will take place on [Date] at [Time] in [Location]. [Brief description of the event, highlighting key details such as theme, speakers, and activities.]

Please RSVP by [RSVP Deadline] to [RSVP Contact Information].

We look forward to your presence at this event.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Department]
University of Alberta