



## Invitation Letter

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*Invitation letters can be written for a wide variety of business and personal situations. The sample letter below is typical of one that would be used in a business or academic environment. They should be short and to the point; ideally ending with a statement about how the invitation will be followed up.*

*(print business Letters of Invitation on corporate letterhead)*

August 15, 20xx

Mr. Roger Moriarity  
Executive Director  
Children With Disabilities Foundation  
430 Smithson Drive, Suite 500  
Chicago, IL 32956

Dear Mr. Moriarity:

The purpose of this letter is to formally invite you, on behalf of the Board of Directors, to be the Closing Keynote Speaker at the upcoming 20xx International Disabled Children Research Institute (IDCRI) Conference.

The theme of this conference is "Disabling the Disability - Looking It Straight In the Eye". It will be held at the Mountainview Conference Facility, in Montpelier, Vermont from December 3 to 5, 20xx.

For you information, Susan Crutchlow of Taming the Environment will be the opening Keynote Speaker. The provisional title of her presentation is "The Disabled Environment - Can We Help It?". We will forward a complete draft speaker program to you in a couple of weeks to give you an idea of the specific subjects that will be covered by the other speakers.

We expect attendance this year to be the highest ever; in the area of 2,000 delegates and 150 speakers. This includes a large contingent from our new European Chapter that is based in Geneva. You may have heard that Dr. Walton Everinson will be presenting a major paper on his latest research into "Genetic ReEngineering". We are already receiving inquiries from all over the world about Dr. Everinson's presentation.

In closing, we would be pleased and honored if you would consent to be our closing

speaker at the 20xx IDCRI Conference.

I will call you in a week or so to follow up on this.

Yours sincerely,

Richard Bagnall  
Executive Director

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