



Business Invitation

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Instruction how to write invitation

- Type today's date as Month Day, Year. Enter two carriage returns, creating two blank lines of space, and type the address block for the person you are sending the letter to, using this format:

Name

Title

Organization/Company

Address

City, State ZIP

- Enter three carriage returns after the address block, and type the greeting. For example:
Dear <Mr., Mrs. or Ms.> <Last Name>:
Enter another carriage return, and begin typing the letter.

- State the reason you are writing in the opening sentence. For example, write, "On behalf of the board of directors for ABC Company, I would like to formally invite you to be the keynote speaker at our 2011 National Conference in Jacksonville, Fla."

Provide details about the conference in the next paragraph, including conference theme, location and dates. If one or more of these pieces of information are not available, indicate "TBA" (for "To Be Announced") so the reader knows you haven't simply forgotten to include it.

Mention other confirmed speakers if there are any. Create another paragraph with your expectations of how many guests will attend.

Include any other important details about the meeting, such as whether or not food and beverages will be available. If there are special instructions about how to prepare or what to bring to the meeting, include those as well. If an agenda is available for the meeting, include it as an attachment and refer to that attachment in your invitation.

- Type a closing sentence restating your request and thanking the person for his consideration.

Request the guest to RSVP by a certain time and date. Provide a phone number or address where the invitee can confirm his attendance.

- Enter a carriage return again and type your salutation, such as "Sincerely," "Cordially" or "Respectfully," followed by a comma. Enter three carriage returns and type your signature block:

Your Name

Your Title

Your Company

Sign your name in the empty space between your salutation and signature block to give the letter a hand-written, personal touch. Place the letter in a typed envelope, and include a first-class postage stamp on the envelope.

Tips & Warnings

- Be polite and brief when writing a business meeting invitation because readers may not have very much time to look at your email.
- Add your company logo or seal to the top center of the invitation for a more professional look.
- Do not indent paragraphs of a business invitation; always compose business invitations in block format.
- On the invitation, include the names of any notable guests who have been invited.

January 6, 2011

Don Juan Inc.
244 Salcedo St,
Olongapo City, LA, 23321
98883812

Dear valued customer:

Since you are one of our longtime valued customers, we would like to thank you for your patronage by inviting you to our preferred customer Back-to-School Extravaganza, which will be held on (date).

All of our stock will be marked down 20% – 50%. Our doors will open for our preferred customers at (time).

We look forward seeing you on (date). Please bring this invitation with you as necessary for admittance.

Sincerely,

Juan Dela Cruz
Manager

General Business Party Invitation Letter:

[Company's Name]

[Address]

[City, State Zip Code]

[Telephone Number]

[Date]

Dear _____,

[Company's name] is pleased to announce a business gathering at [location] on [date]. The festivities will begin at [time] and will end at [time]. You do not need to bring anything to this party; the company is fully funding the occasion. Each employee is allowed to bring one adult guest.

Please contact [Name] to confirm that you will attend the function and to inform him whether you will bring a guest. We look forward to this time of fun and food, and we hope you will attend.

Sincerely,

[Correspondent's Signature]

[Correspondent Full Name Print]

[Corresponded Position]

[Correspondent's Email]

[List any additional Enclosures]

How to write response

- **Respond in time.** Some invitations will include a reply-by date. If no reply-by date is listed, try to send your reply within 48 hours. A host always appreciates a prompt response - even if the answer is "no."
- **Reply in the right format.** A general rule to follow is one may reply in the same format that one was invited; for example, an email invitation can be answered by email. If you receive a paper invitation that lists both an email address and a phone number for RSVPs, the choice is yours. If your paper invitation does not list an email address or phone number, send a handwritten reply.
- **Communicate last-minute changes.** As soon as you know that you won't be able to attend, contact the host and apologize. Calling him or her on the telephone is best, but a text or an email is better than nothing.

Positive response

Dear Mr. Wilkinson

Thank you for your invitation to the XII Computer Workshop hosted by Macro-Micro Chip Corporation on December 1.

I'm happy to inform you that employees of Hard Software Development will be in attendance. Could I ask you, please, to send more information about this workshop directly to my attention at the address listed below.

For your information, Mr. Henry Clinton, Head of the Software Department and Mr. David Socks, Senior Manager of the Hardware Department will be attending both the 10 am luncheon and following workshop.

As mentioned in your letter, this is an excellent opportunity to enhance our working relationship. We look forward to it!

Sincerely,

Подпись

R. Superstarov,

Head of Personnel Department

Hard Software Development

Negative response

Dear Mr Wilkinson

I regret very much not being able to accept your kind invitation to deliver a speech on management development at our annual International Alumni Meeting in Lausanne due to prior arrangements.

If you should need a substitute speaker, please call me on Monday and I will only be too glad to make some suggestions to you.

Thank you very much again for your kind invitation

Sincerely yours,

Lyudmila Paramonova

ДОМАШНЄ ЗАВДАННЯ

- Складіть лист-запрошення на урочистість з нагоди ювілею вашої організації. Зазначте дату, місце проведення даної події, а також надайте деяку інформацію щодо особливостей проведення заходу (кількість людей на 1 запрошення, одяг, фуршет і т.д.)