

Invitation Letter

A letter of invitation can be brief and straightforward, or slightly longer, depending on the occasion and the recipient. In the sample below, the student is working for his school's student council and has been assigned the task of writing a letter to parents, inviting them to come to the annual Awards Night.

Sample Invitation Letter

Main High School

122 Russell Street
Halifax, Nova Scotia, B3J 2S9

May 30, 2008

Mr. and Mrs. S. Singh
332 Woodlands Avenue
Halifax, Nova Scotia
B3M 2N1

Dear Mr. and Mrs. Singh:

On June 16, Main High School will host its annual Awards Night. You are cordially invited to attend the ceremony, which will honour the school's most outstanding achievers.

The evening will pay tribute to 102 students who have excelled in the areas of academics, participation, leadership, and athletics. The evening will also feature a brief performance by Ragged Edge, our school band.

The evening will begin at 7:00 p.m. and end at approximately 9:30 p.m. Please call Ms. Helena Dubois, our school secretary, at 555-3333, to confirm your attendance.

I hope you will join me on June 16 to celebrate Main High School's best and brightest.

Sincerely,

Stephen Meisner

Stephen Meisner
Class Representative