

Conference Invitation Letter Sample

COMPANY'S NAME

ADDRESS

LOCATION

Dear _____,

REF: INVITATION FOR A CONFERENCE

Greetings to you. We cordially invite you to our business conference that will take place at the Hilton Hotel conference room 25-th of October at 10 a.m.

The conference will include, but not limited to: Introduction to new marketing opportunities in the Far East. This will help you scale into the untapped potential into populous countries like China. You will be shown how to create advertisement online on social media platforms – this would attract more people into your company's website. You will be directed as how to properly invest in market shares, thus helping you grow financially. You will be given the chance to learn how to properly venture into real estate.

By attending this conference, you will have the chance to grow both career-wise and also investment wise. Your presence at our conference will be much appreciated.

Our best regards,

Signature

Company's representative