

# Download Business Meeting Invitation Sample

Three Examples of an Invitation Letter for an Important Business Meeting. These are a couple of real examples of invitation letters. Depending on the meeting or event, you can adjust the tone and details. 1. An example of an invitation letter for a startup event. Since this email is sent out to startups, the tone is more informal. 2. The model starts with indicating that it is an official business meeting invitation letter for identification. It then proceeds with a “Dear” followed by the name of the person of entity you are inviting to the meeting. Sample of a Business Meeting Invitation Email Dear Mr. Holder, It is our pleasure to invite you to attend the industry reach out meeting hosted by Technew Co. on June 29, 2014 at Holbroke Hotel, New Town. The meeting will start at 10am, and is expected to conclude by 12 30pm. Invitation Email for Business Meeting is generally a formal email, written by a member of the management or HR, inviting special guests or other team members to attend a pre-arranged business meeting.. Samples of Invitation Email for Business Meeting: Sample #1: Mr. Brian Hudson. Vice CEO. Denzel Corps Pvt Ltd. 1 st January, 2012. Subject: Invitation for Business Meeting, Business Meeting Invitation Sample.

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