

Sample Invitation Letter

Date

Resource

Company Name

Address

City State Code

Dear Mr/Ms

I am writing on behalf of the Melbourne Chapter of the Young Presidents' Organisation (YPO) to invite you to speak to our members.

We are currently planning our education program from July 2004 to June 2005 and believe a presentation from you would be one of the year's highlights. We are hoping that you might be available to speak on (date) at (venue, location) for a (breakfast/dinner etc.) meeting with our (members/members and spouses/families) where we expect approximately ____ participants.

YPO is an organisation that unites more than 9,000 business leaders from more than 70 countries for the purpose of becoming better managers, spouses, parents and world citizens through networking, education and idea exchange. The Melbourne Chapter of YPO currently comprises approximately 70 members from a variety of businesses. To give you some idea of the scope of the businesses under their management, total turnover is in excess of \$4 billion with employees of more than 10,000.

We hope you will view this invitation favourably. I will be glad to discuss further questions you will have and can be contacted on:

Tel: xx xxxx xxxx

Fax: xx xxxx xxxx

Email: xxxxxxx@xxxxxxxxxx.com.au

I hope that we can welcome you at our chapter in the forthcoming year and look forward to hearing from you.

Yours sincerely

Name

Event Chair