

LETTERHEAD OF INSTITUTION

Name of Organizer
Title of Organizer
Address of Organizer
City, State, Zip Code

DATE

Name of Invitee
Title of Invitee if applicable
Address of Invitee
City, State, Zip Code

Dear Name of Invitee,

I am writing on behalf of the Student Council of [NAME of HIGH SCHOOL]. We celebrate our Annual Day on [DATE] and would like to invite you to attend the festivities and give a 20 minute talk on The Top Environmental Initiatives Happening Today. We have seen you interviewed on television and read your books, and we would like to meet you and learn more about how individuals and governments are turning green.

Every year our Annual Day has a theme that is reflected in all the activities of the school throughout the year. This year the theme is how each person can help reduce environmental pollution. Also in attendance will be three local people who are operating a recycling center in town that has positively impacted waste management in the city.

The Principal, [NAME of PRINCIPAL], will inaugurate the Annual Day and the mayor of the city [NAME of MAYOR] will address the closing ceremony.

It is an honor and privilege to invite you to participate in our Annual Day. We believe that your contribution to environmental awareness is unparalleled, and are looking forward to hearing you speak on the subject. We will cover your travel expenses, meals and accommodation in a local hotel and pay any fee you require.

Thank you for considering our invitation. I hope to receive a positive reply from you by [DATE]. I have enclosed a card and envelope to make it easier for you to respond. If you have any questions, I can be reached at [555-123-4567] or at [Name@email.com].

Sincerely,

Signature of Organizer
Printed Name of Organizer
List of enclosures: response card and stamped, addressed envelope