

FORMAL INVITATION LETTER

Sender Details:

Full Name: _____
Address: _____
Phone / Email: _____

Recipient Details:

Full Name / Title: _____
Company / Organisation: _____
Address: _____
Phone / Email: _____

Event Details:

Event Name: _____
Venue: _____
Date and Time: _____

Invitation Body:

You are hereby formally invited to attend the event identified above. Your presence is highly valued and will contribute significantly to the success of this occasion. Please confirm your attendance at your earliest convenience. Should you require any assistance or additional information, do not hesitate to contact the sender.

Terms and Conditions:

1. Acceptance of Invitation

The recipient acknowledges that acceptance of this invitation constitutes consent to the terms herein and compliance with all applicable rules and regulations governing the event.

2. Liability

The sender shall not be liable for any damages, losses, or injuries incurred by the recipient or guests attending the event.

3. Data Protection

Personal data provided by the recipient will be processed in accordance with UK data protection law and used solely for event-related communications.

4. Compliance

Recipients agree to comply with any health and safety protocols, codes of conduct, and venue policies applicable during the event.

5. Governing Law and Jurisdiction

This invitation and any resulting relationship shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the English courts.

SENDER'S SIGNATURE

RECIPIENT'S SIGNATURE

Signature: _____

Signature: _____

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