

YOUR LETTERHEAD

DATE

Dear **Name (NEVER Sir OR Madam)**

Please find enclosed an invitation to our forthcoming business meeting on **(DATE) at (VENUE ADDRESS)**. I look forward to having you as my guest.

It will be a great opportunity for you to introduce your products or services to some of the most successful businesses in **(CHAPTER TOWN / LOCATION)**.

The cost of the meeting is £8.50 and includes a breakfast along with tea coffee & orange juice. **However as my guest it will cost you nothing.**

I will be giving you a call later this week.

Yours sincerely

Your Name
Your Company

P.S. (handwritten) Please remember to bring a good supply of your business cards.