[Name of the recipient],

[Address],

[Date],

Subject: Letter of Invitation for a Business Meeting

Dear Sir/ Madam,

We are happy to invite you to attend the business meeting of our company [mention company name]. We want to discuss with you about our upcoming projects [projects details] and also about the improvements that we can make to provide more benefits to our clients.

As your invaluable opinion and guidance have always played an important part in the overall growth of our company, therefore, we request you to join us in this business meeting and help us more with your expertise. The meeting will be conducted at [mention the venue], on [mention date] from [mention time]. If somehow, you are unable to attend this meeting, please do let us inform.

I have attached the booklet of our company with this invitation for your preparation before the meeting.

We look forward to your precious presence.

With thanks,

Regards,

Name of the sender],

[Designation],