[Sender Name]  
[Sender Address]  
[Sender Contact Information]

[Date]

[Chief Guest Name]

[Chief Guest Address]

**Subject: Invitation Letter to be Chief Guest at Annual Dinner**

Dear Mr/Mrs. [Chief Guest Name],

It’s my great honor and pleasure as I am writing this letter to invite you as our chief guest to the annual gathering dinner that will take place at the **[Venue]** on **[Day & Date].** It would be such a huge privilege for us to have you at this special occasion.

As our chief guest, the audience will look forward to hear a small speech from you within the spirit of the event. A ten to fifteen minutes speech would be perfect. Everyone is certainly thrilled and excited to hear your thoughts and your take on this occasion.

We genuinely hope that you honor us with your precious presence. Should you accept our invitation, we kindly ask you to reply to this letter or contact **[Coordinator Name]** by **[Day & Date]** latest**. [Coordinator’s Name]** is the event coordinator and you may refer to him for any queries or questions.

We would be truly devastated if you are unable to accept the invitation, but totally appreciative and understanding nonetheless. Under such unfortunate circumstances, we kindly ask you to inform us at earliest possible time.

Looking forward to your acceptance and to enjoying a great dinner with you.

Yours Sincerely,

[Your Name]