



SAMPLE: Below is a Sample Invitation Letter to be used for Nonresident Alien (NRA) guests coming to the UW to be guest speakers/presenters at events. Please customize the letter with your department letterhead, etc.

[Enter Date Here]

#### Dear Honored Guest,

The University of Wisconsin is pleased to invite you to be a guest speaker at the [Enter Event Name Here]. As part of this invitation, the University of Wisconsin will be providing you a payment for services (Honorarium) in the amount of \$[Enter Amount here]. The UW will also reimburse you for travel expenses including airfare, lodging, and meal based on our Travel Accountable Plan.

In order to receive the above payments you are required to obtain the appropriate Visa from the United States Embassy in your country. Please visit or call the United States Embassy in your country and take this letter of invitation with you. Based on the letter please ask for a B-1 (Business) Visa for your trip to the University of Wisconsin. Please consult the United States Embassy in your country for appropriate lead time required to obtain your visa as lead time varies from country to country.

If you are from a Visa Waiver Program (VWP) Country this program allows citizens of participating countries to travel to the United States without a visa for stays of 90 days or less, when they meet all requirements. Travelers must be eligible to use the VWP and have a valid Electronic System for Travel Authorization (ESTA) approval prior to travel. If you are eligible to travel on the VWP, but prefer to have a visa in your passport, you may still apply for a visitor (B) visa. To determine if you are from a Visa Waiver Country please visit <a href="http://www.bussvc.wise.edu/acct/tax/Visa\_Waiver\_Program.doe">http://www.bussvc.wise.edu/acct/tax/Visa\_Waiver\_Program.doe</a> for a listing of the countries participating in this program and the Electronic System for Travel Authorization (ESTA) requirements you must complete before you come to the United States.

### Sample Invitation Letter

### [Date]

The Honorable [Member of Congress' First and Last Name]
[U.S. House of Representatives OR U.S. Senate]
ATTN: [Name of Scheduler]
[Mailing Address]
[Fax Number or Email Address – depending on how you are sending the request]

Dear [Representative of Senator] [Member of Congress' Last Name]:

I would like to invite you as a key presenter to the [name of court] [name of event]. The [graduation/event] will take place at [location] on [date] from [time] to [time]. We anticipate [# of participants graduating or # of Drug Court participants in attendance] and [# of overall attendees] to attend the event. We have also invited local elected officials [insert names if confirmed] and local media to cover this important event.

Drug Courts are judicially supervised court dockets that reduce correctional costs, protect community safety, and improve public welfare. Drug Court participants must meet their obligations to themselves, their families, and society. To ensure accountability, they are regularly and randomly tested for drug use, required to appear frequently in court for the judge to review their progress, rewarded for doing well and sanctioned for not living up to their obligations. At the end of their successful completion of Drug Court, participants take part in a graduation ceremony as their last status hearing in court.

Thank you for your interest and consideration of this invitation. If you have any questions, please contact me at [phone number and email address].

Sincerely,

# SemiOffice.Com

# Sample Invitation Letter for Sports Event

Dear Madam,

We "a group of volunteers" organizing a sports event to raise funds for flood affectis in Pakistan. The sad news is minimum 5 Million people seriously affected and the poor from those lost almost everything. Now even they don't have any support from the local and national governments at all.

We "Group of Volunteers" planned to visit the affected area personally and help the needles. Rather we go with our small contribution we decide to invite the generous people to participate in this cause and planned a fund-raising sports event. The event will took place a John Stadium in London and expected donor participants are more than thirty thousand. The would includes Cricket, Football, Basketball, Tennis and Badminton in between sports clubs across UK.

It would be honor for us and the flood effecties if you grace the event with your presence as guest. All the details of event and speakers are attached. Our team will not only raise funds but keep auditing its spending and a final report of relief work will be send to all the guests and participants.

Looking for your response

Sincerely,

Volunteers,

London College of Business Administration



## Sample Business Event Invitation Letter:

(company logo) (company address) (company website)

(insert date)

Dear Sir or Madam/Employees/Company Name,

It is with great pleasure that we write to invite you to (insert company name)'s Annual Charity Dinner on the (insert date) at (insert time).

This year, we have decided to support the wonderful work of (give charity name) that dedicate their time to (give details of cause). Our function this year will aim to raise awareness/money/encourage the current campaign of (give charity name) and their efforts.

Our charity dinner will be held at the (enter location name) with a black tie/formal/theme dress code. We are enclosing the programme of events for the evening so please be prompt on arrival.

We anticipate to have over 200/500/1,000 people in attendance for this event (give event name) and are expecting you to be one of them! Do not miss out on this spectacular occasion. Please remember to RSVP before the (give date), and inform us of the number of guests you wish to bring with you, in order for us to send you your tickets.

We are looking forward to your attendance at the event.

Sincerely yours,

(signature)

(full name) (position at company) (contact details)

Enclosed: programme/tickets/RSVP form/details



country and opened a new branch at substance of the issues you intend during the event. We have been in this day and inform me so that they can be included in the agenda. Clearly print the RSVP guidelines and a response date. A fa Describe the event a great opening, expansion of new business, or some time, but we have been in this day and inform me so that they can be included in the agenda. Clearly print the RSVP guidelines and a response date. This is not possible to day because of the issues you intend to discuss on this day and inform me so that they can be included in the agenda. Clearly print the RSVP guidelines and a response date. This would not have been in this business of the invitation to a celebration ceremony while we launch the new line of fabrics. This is not possible if not with your support for our business. Please take note of the issues you intend to discuss on this day and inform me so that they can be included in the agenda. Clearly print the RSVP guidelines and a response date. A fa Describe the event a great opening, expansion of new business, or the difficulties and inform me so that they can be included in the agenda. Clearly print the RSVP guidelines and a response date. This would not have been in this day and inform me so that they can be included in the agenda. Clearly print the RSVP guidelines and a response of the difficulties and they can be included in the agenda. The solution of the invitation of the invitation to a clebration of the invitation of dedication of our administration and staff. 3 Check out our sample business event invitation letter and letters template that will help you write a professional This invitation is addressed to a target group of guests to discuss business µ and new opportunities. A letter of invitation for business events A formal notification that you are not planning an event. It is an honor to have you as our faithful client in our other 3. We'll be happy if you didn't attend this event are real, including the date, time, purpose, and location. I would like to invite you to a lunch on 28 February 2020 at noon. ÂÂYou ÂDon'tGet An invitation to a business event 3 written by an individual or entity organizing or hosting an event. This is an opportunity to go online and see a variety of fashion designs that can be useful to you. Please confirm your presence in the login. Kelly Lawrence / Demand Media Grab the end of the nightâ A them. The writer must also approach the guests politely. We are glad you did not face this event with your presence. I'd like to invite you to an opening event that will occur on It used to inform target quests that their presence in the event is highly valued. When writing such invitations, you should not keep the content and language of the formal letter. The more people you don't attract to a business, the greater the opportunity to build 3, increase contacts, networks and facilitate future sales. Please let me know your possibility to attend this event at the latest if you don't have any misery. Also ©m we will have track modeling to demonstrate our clothes. This invitation also includes details of the event, including purpose, location, date and time. Please confirm your participation so that we can make reservations early enough. Please contact me at my email at Lakishawilliams@gmail.com with questions or additional  $\mu$ . I appreciate all of you for your contribution and dedicate yourselves to supporting each other in this group. The goal of this soul will recognize our achievements last year, set goals for this year and discuss the way forward. If you don't have any misery, please contact me at 832-386-5733. Please come and try the new designs in the fashion Newtonbusiness NewtonBusiness NewtonBusiness NewtonBusiness event invitations should be prepared with a target group and 3 propSite in mind. Kelly Lawrence / Demand Media Use holiday company or invitations with your Seal company if you are not sending the invitations. The Minister of Social Affairs in 3 will be joining 3 to see what we have done and appreciate our achievements. Then we invite all employees to of this program as they are also a vital part of this company. Meet the target invitations, Subscription(Larry House) (General Manager) (Metro Services Corp.) Invitations to business events are important 3 create excitement and attract your target audience. Your support has promoted the continued success of our company. Indicate whether the invitation is for the guest only or if a guest is included. Perhaps A Â a well-known guest speaker, an opportunity to learn the best practices in a specific field, or a chance to interact with other high-level people in the industry A ÂBe the first to walk through our cutting-edge, fully automated factory. A µ A We 3 TA 0202 HT92 NO Moorwohs Ruo Ekat Ekat Color Theve EHT.Moc DLuow Uoy Taht

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