

# [Formal letter](https://assignbuster.com/formal-letter/)

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Manhattan Chamber of Commerce 1375 Broadway Third Floor New York, NY 10018 March 12, The concerned runners The concerned runners address. Dear [Name of the concerned runner], Re: Invitation for Manhattan marathon race, 2011. I am [Your Name] and as the events’ chairperson of the Manhattan chamber of commerce, I have the utmost pleasure to inform you that we have organized a marathon race in the city, and it will be our honor to have you as one of the eminent marathon runners in this upcoming marathon race, which is going to be held on May 10, 2011. If you do us the favor of accepting our invitation, we will be providing you with an air ticket within April 30th to Manhattan. We will also bear all costs of your lodging, and we will be providing you rooms in Hotel Newton. The prize money for the first, second & third place would be $80, 000, $60, 000 & $40, 000 respectively. The prize money may appear to be a bit less, but we have the prospect that it will increase, due to the increased television coverage and attracting hundreds of other runners, when runners like you agree to join this race. We had some discrepancies with the police with respect to the traffic problems due to the marathon. However, we have managed to resolve the matter with the police, on the ground that this is a onetime event, and they will be doing everything for your security. It is my earnest request on behalf of the people of this city & Manhattan chamber of commerce, to accept this invitation for the success of this Marathon, as we desperately need the participation of runners like you. Please send your reply within 25th of this month. We look forward to seeing you there, (“ Sample Invitation Letter”) Yours sincerely, Signature, [You’re Name] Events chairperson Works Cited “ Sample Invitation Letter (Business).” letterwritingguide. com. letterwritingguide. 2004-2011. Web. 12 Mar. 2011.