

Formal letter

Business



**ASSIGN
BUSTER**

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.

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