

Invitation for the annual cultural get together (you were supposed to send the invites 2 weeks ago, and you are 2 days late)

Dear Sir/ Madam,

We at, (your company name), have organized a gala event of the Annual Cultural get together at (venue) on (date), from (timings) and would request your presence in the celebrations.

Venue Address:

We at (your company name) believe in working hard but partying harder. So here we are promising you a relaxing and entertaining evening with your entire family. Please accept this invite and join us along with your family in the grand celebrations.

Thanks and regards,

(Your name)

(Your company name)

(your contact information)