

Letter of Request for Attendance

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Literary Society Name]
[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your attendance at the upcoming meeting of the [Literary Society Name] scheduled for [Date and Time]. The meeting will take place at [Venue/Location].

The agenda for this meeting includes discussions on [briefly outline agenda topics, e.g., upcoming events, book selections, and member contributions]. Your input would be invaluable, and we would greatly appreciate your presence.

Please let us know your availability at your earliest convenience. Thank you for considering this request. We look forward to your positive response.

Warm regards,
[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]