

Request for Groundbreaking Ceremony Attendance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce that we will be holding a groundbreaking ceremony for [Project Name] on [Date] at [Location]. This event marks an important milestone for our organization, and we would be honored to have you in attendance.

The ceremony will commence at [Start Time] and will be followed by a reception. Your presence would greatly enhance the occasion and demonstrate your support for the project and our mission.

Please let us know by [RSVP Date] if you will be able to attend. We look forward to celebrating this significant achievement together.

Thank you for considering our invitation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]