

Private Guest List Usage Terms

Date: [Insert Date]

Dear [Guest Name],

We are delighted to invite you to [Event Name] scheduled for [Date and Time]. This letter serves to outline the terms regarding the usage of our private guest list.

Terms and Conditions

1. The guest list is strictly confidential and for the invited guests only.
2. Sharing the details of this guest list with non-invited individuals is prohibited.
3. Guests are requested to RSVP by [RSVP Deadline] to confirm their attendance.
4. We reserve the right to deny entry to any individual not listed on the guest list.

We appreciate your understanding and cooperation in maintaining the exclusive nature of our event.

Should you have any questions, please feel free to contact us at [Contact Information].

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Organization Name]