

Formal Invitation to Ceremony

Date: [Insert Date]

Dear [Board Member's Name],

We are delighted to invite you to the [Name of Ceremony] taking place on [Date] at [Time]. The event will be held at [Venue/Address].

This ceremony marks a significant milestone for our organization, and your presence would be greatly appreciated as we celebrate [briefly describe the purpose of the ceremony].

Please confirm your attendance by [RSVP Date] by replying to this email or contacting [Contact Information].

We look forward to celebrating this special occasion with you.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]