

Example of an invitation letter for an event - event's guideUni

Address

Date

**MERL Annual Lecture in partnership with the Centre for Food Security  
kindly sponsored by PwC**

Dear **insert name**

It is with great pleasure that I write to invite you to the launch of the University of Reading's Centre for Food Security on Thursday 25 November 2010. The Centre offers a new focus for research on the challenges of meeting global demands for food in a sustainable way. The launch will be marked by a lecture entitled *The global future of food and farming*, to be given by Sir John Beddington, Government Chief Scientist.

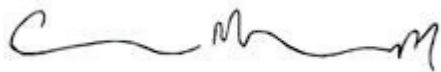
The launch and lecture, which are kindly sponsored by PwC, will be run in partnership with the University of Reading's highly-acclaimed Museum of English Rural Life.

The evening will commence with a private drinks reception from 6.15pm, followed by the lecture at 7pm, with ample time being given for Q&A and discussion during the formal proceedings.

Additional information about the event, together with details about how to get to the venue at the Henley Business School at the University of Reading, are enclosed. I would be extremely grateful if you could R.S.V.P by no later than Friday 29 October to [events@reading.ac.uk](mailto:events@reading.ac.uk) or 0118 378 7109. Please advise us of any special mobility or dietary requirements you may have.

I hope you are able to accept this invitation and I look forward to hearing from you.

Yours sincerely



Professor Gordon Marshall