

TEMPLATE: INVITATION

<DATE>

<Title> <First Name><Last Name>

<JobTitle>

<Company>

<Address>

<City>,<State>< Postal Code>

Dear <Title> <Last Name>:

On behalf of the students of <Club Name> at <School Name> High School we would like to invite you to join us for a news conference on:

**<Day of the week, Date> at <Time>
at <Location>
<Address>**

We will be unveiling the newly renovated <Building Name> community center and recognizing the efforts of the students and members of the community who worked to make the new center a reality. The event will not only celebrate the re-opening of the community center but will also recognize the community coming together to work toward a common goal.

Highlights of the event will include:

- a <continental breakfast, light lunch> (depending on budget);
- remarks by <Name of Community Leader/political figure>
- remarks by <project leader>; and
- unveiling of new mural in community center

We request the pleasure of your company to recognize the significant achievements of the young people and community members that made the renovation a success. Please RSVP to <Name> at <phone number> by <date>.

Sincerely,

<Name>

Principal, <School Name>

<School District>

<Name>

Adviser, <School Name>

<School District>