[Print on letterhead or insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

We are delighted to hear that you will attend the above presentation of our <<new product/service>>.

Enclosed is an agenda for the presentation. Proceedings are due to start at <<time>> We would appreciate your timely arrival as the schedule of the presentation is finely tuned to enable clients to leave at an convenient time.

Refreshments/lunch are/is scheduled for <<time>>.

We look forward to seeing you on <<date>>.

Yours sincerely,

<<Name>>
<<Title>>

Encl: <<Agenda>>