**Formal Event Invitation Letter**

**From:**  
The Chairman  
Global Finance Summit  
100 Business Rd, City, State, ZIP  
Date: May 3, 2024

### **Salutation**

To Whom It May Concern,

### **Introduction**

We are honored to extend to you an official invitation to participate in the Annual Global Finance Summit 2024, an esteemed gathering of industry leaders, policymakers, and academics to discuss the future of finance and economic development.

### **Body**

Event Details:  
Date: September 15-17, 2024  
Venue: International Convention Center, 789 Commerce Blvd, City, State, ZIP  
Dress Code: Business Formal

The summit will feature keynote speeches, panel discussions, and networking sessions designed to foster dialogue and collaboration among finance professionals.

### **Closing**

Your participation would greatly enrich the discussions at the summit. Kindly confirm your attendance by August 1, 2024, by contacting the undersigned.

Sincerely,  
John Smith  
Chairman, Global Finance Summit