

From,

Maria Joseph

Principal (St.Thomas Convent School)

Sector- 64, Delhi

Date- 1 July 2019

To,

Manoj Tyagi

Chairman ( Anand Vihar)

Government of Delhi

Sub- Invitation Letter

Respected Sir,

We are really pleased to inform you about the Annual Sports Day in our school which is organized on 10 of July 2019. The students from each class will participate in a various sports event. Our motive behind this event is, that we want to make understand our students the importance and benefits of sports and physical activities in our life.

However, I came to know that you were also very interested in sports in your college days. You used to play basketball at that time. You can brief our students and the audience in such a way that no one else can. I request you for your kind presence on 10 of July at 12 AM in our school. I am aware and understand that you may have other priority works but I request you to manage your schedule and buy some hours for us from your precious time.

It would be great pleasure and honor for our school to have you as chief guest in our Annual Sports Event. Further, I have attached all the necessary information regarding the event along with this letter. Please let your presence to have a glimpse of our school.

I hope that you will definitely make your presence. We are seeking for your kind arrival.

Thanking You.

Maria Joseph

Principal ( St. Thomas School)