

# IELTS General Training - Task 1: Invitation Letters (Samples)

## Sample 1: Informal Invitation

Dear Emma,

I hope you're doing well. I'm writing to invite you to a farewell party for our colleague, James, who is leaving the company next month. It would be great if you could join us to celebrate his achievements.

The event will take place next Friday at 7 p.m. at the Blue Sky Restaurant downtown. We've booked a private hall, and there will be dinner, music, and a few short speeches. It should be a wonderful evening.

Please bring your camera if possible — you always take the best photos! Let me know if you can make it so we can reserve your seat.

Looking forward to seeing you there!

Best regards,  
Sarah

## Sample 2: Formal Invitation

Dear Mr. Collins,

I am writing to invite you to the annual charity dinner organized by Green Earth Foundation. The event will be held on Saturday, 15th October, at the Grand Royal Hotel from 6:30 p.m. onwards. The purpose of this gathering is to raise funds for environmental conservation projects across the country.

We would be honored by your presence, as your continued support has been invaluable to our initiatives. The evening will include a keynote address, a three-course dinner, and a live music performance.

Kindly confirm your attendance by replying to this email or contacting our event coordinator by next Wednesday.

Yours sincerely,  
Anna Roberts  
Event Manager, Green Earth Foundation