

A Letter Of Invitation

2B Pang Kin Yi

Dear Miss Lee,

I am Pang Kin Yi, a member of Island College Student Council. I would like to invite you to be our guest speaker for our Student Development Workshop. The workshop will be held in our school hall on 3rd December. The theme of this workshop is "Having confidence in yourself".

Miss Yau, our adviser, will first give an opening speech at 1:30 pm. Then, we would like to invite you to speak from 1:45 to 2:00 pm.

At 4:30 pm, we would like you to join us for tea at Pacific Coffee. Our Principal Mr. Lee, Miss Yau, and the council members will all come. We would be happy if you can come.

We are looking forward to hearing from you.

Yours sincerely,

Pang Kin Yi

Member of Student Council

Teacher's Feedback : You used correct register and tone in the letter.

I am so glad that you also added your own elements. A well-organized letter. Keep it up! (Miss Cheng Kit Wai)

Food For Thought : I believe that people like to hear compliments on their achievements. Therefore you should tell your guest speaker why you want to invite her.