

Name _____

Class _____



FORMAL INVITATION LETTER

Activity 1 : Reading Comprehension

XYZ Company

123 Main Street, Cityville, 12345

October 10, 2024

Dear Mr. John Doe,

We are pleased to invite you to our Annual Business Conference held at the Grand Hotel Ballroom on November 5, 2024, from 9:00 AM to 5:00 PM. The event will include a series of presentations, networking opportunities, and lunch with distinguished speakers from various industries.

Please confirm your attendance by replying to this email or calling us at (123) 456-7890 by October 30, 2024. We look forward to your participation in this exciting event.

Yours sincerely,

Jane Smith

Event Coordinator, XYZ Company

Choose the best answer based on the invitation letter above!

1. What is the purpose of the invitation?

3. By when should Mr. John Doe confirm his attendance?

2. Where will the event take place?

4. Which of the following is NOT included in the event activities?



FORMAL INVITATION LETTER

Activity 2: Analyzing the Invitation Letter

Instructions: Answer the following analytical questions based on the invitation letter you just read.

1. What are the structures of a formal invitation letter based on the sample above?
2. Why do you think the writer of the invitation included a deadline for confirming attendance?
3. What tone does the letter use, and why is this tone appropriate for the context?
 - o Analyze the language and tone used in the letter. Is it formal, semi-formal, or informal? Explain your reasoning.
4. What could be the consequences if Mr. John Doe fails to confirm his attendance by the given date?



FORMAL INVITATION LETTER

Tech Innovation Summit 2024
Jalan Merdeka No. 45, Jakarta

October 5, 2024

Dear Mr. Alex Wilson,

We are pleased to invite you to the Tech Innovation Summit 2024. The event will be held at the Jakarta Convention Center on November 15, 2024, from 10:00 AM to 4:00 PM. This summit will feature keynote speakers from leading tech companies and offer networking opportunities with industry professionals. Kindly confirm your attendance by November 1, 2024. We look forward to your participation.

Best regards,
Sarah Connor
Event Organizer

Choose the best answer based on the invitation letter above!

1. What possible impact could Mr. Alex Wilson face if he does not respond by November 1, 2024?
2. Why might the organizer choose the Jakarta Convention Center as the event venue?
3. If Mr. Alex Wilson wanted to suggest changes to the event schedule, how could he do so effectively?
4. What would be the effect on the event if key attendees like Mr. Alex Wilson do not participate?
5. What could be the rationale behind inviting Mr. Alex Wilson to the Tech Innovation Summit?