To,

Xxxxx,

Xxxxxxx,

Xxxxxxxxx,

Respect Sir/Madam,

Subject: A cordial invitation to opening ceremony of Jiangsu university culture festival

We are writing to request your honorable presence during the opening ceremony of Jiangsu University’s Seventh Culture Day on 20 May, 2017 at Jiangsu University (JSU), Zhenjiang City. JSU celebrate its diverse culture during this culture festival which lasts for six months with a variety of cultural events representing over 100 countries.

 CountryName have ever been our major student body and have contributed to upward momentum of JU’s internationalization. At present there are over students from pursuing bachelors and post-graduation education. They prepared nice performances and exhibits to show rich culture. We would be most honored if you could be our event’s chief guest and present a short speech in conjunction to the event.

The opening ceremony unveils at 9:00 AM which is followed by cultural performances by various countries. Our “Mini United Nations-like” international community will exhibit their culture and heritage in their country pavilions along with the food section providing delicacies from all over the word.

Depending on your time schedule, we are happy to organize your trip with visits to key departments of our university. We hope that your understanding about JSU would increase our educational and scientific cooperation with \_\_\_\_\_\_\_\_\_. Moreover, our students wish to have a short meeting “MEET THE DIPLOMATS” with you and receive your precious thoughts and views, in case your valuable time permits.

 We look forward to your positive confirmation of our invitation to this special function. We will be happy to prepare a special itinerary for your trip depending on your time schedule.

Thank you!

Sincerely,

Xxxxxxx

Students from ,

Jiangsu University