

Business Letter Example

Your Name

Your Job Title

Your Company

Your Address

City, State Zip Code

Your Phone Number

Your Email Address

Date

Recipient Name

Recipient Title

Recipient Company

Recipient's Company's Address

City, State Zip Code

Dear Mr./Ms. Last Name,

I would like to invite you to attend our upcoming Liberal Arts department job networking event. The event will be held on the afternoon of February 1, 20XX. We wish to provide our graduating seniors with an opportunity to meet business leaders in the area who may be looking for new hires who hold degrees in the Liberal Arts.

The event will be held at the Cox Student Center at Northern State University, and will last about 2 to 3 hours. If you have an interest in attending or sending a company representative to meet with our students, please let me know at your earliest convenience and I can reserve a table for you.

Thank for your time and I hope to hear from you soon.

Respectfully,

Your signature (hard copy letter)

Your Typed Name

Your Job Title