

FORMAL LETTER OF INVITATION

MODEL ONE

[Company's name]

[Date]

Mr. Alfonso Rueda

President of the Xunta of Galicia

[Official address]

Santiago de Compostela, Spain

Dear Mr President,

On behalf of [Company Name], I have the honour to extend to you a formal invitation to attend the [Name of the Fair], an international trade fair to be held in [City, Spain], from [dates].

The event will bring together leading companies and professionals from [sector/industry] to present innovative products and to promote international cooperation and business development. We would be greatly honoured by your presence, which would significantly contribute to the prestige of the event and highlight the important role of Galicia in the international business arena.

Should your schedule permit, we would be delighted to welcome you to the opening ceremony and, if convenient, to accompany you on a brief tour of the exhibition.

Please find enclosed further information about the event. We remain at your disposal for any additional details you may require.

Yours sincerely,

[Name + surname]

[Title]

[Company Name]

[Contact details]

FORMAL LETTER OF INVITATION

MODEL TWO

[Company's name]

[Date]

Mr. [Name]

Mayor of Vigo

Vigo, Spain

Dear Mr Mayor,

The [Name of the Fair], to be held in [City, Spain] from [dates], will bring together companies and professionals from [sector] to present innovative products and to promote international cooperation and business development.

In view of the importance of this event for the city and the region, [Company Name] would be honoured to extend to you a formal invitation to attend the fair and, should your schedule permit, to join us at the opening ceremony.

Your presence would greatly contribute to the prestige of the event and would underline the role of Vigo as a key hub for [industry/sector].

Please find enclosed further information about the programme. We remain at your disposal for any additional details you may require.

Yours sincerely,

[Name + surname]

[Title]

[Company Name]

[Contact details]

FORMAL LETTER OF INVITATION

MODEL THREE

[Company's name]

[Date]

The Honourable [Name]

Minister of Industry

Madrid, Spain

Dear Minister,

On behalf of [Company Name], I have the honour to invite you to attend the [Name of the Fair], an international trade fair that will take place in [City, Spain], from [dates].

The event will gather leading companies and institutions from [sector] with the aim of showcasing innovation and fostering cooperation between industry and public stakeholders. We believe that your participation would send a strong message of support to the sector and would greatly enhance the profile of the fair.

Should your agenda allow, we would be delighted to welcome you to the opening ceremony and to accompany you on a brief tour of the exhibition.

Please do not hesitate to contact us should you require any further information.

Yours sincerely,

[Name + Surname]

[Title]

[Company Name]

[Contact details]

FORMAL LETTER OF INVITATION

MODEL FOUR

[Company's name]

[Date]

His Excellency [Name]

Ambassador of [Country] to Spain

[City], Spain

Your Excellency,

[Company Name] is organising the [Name of the Fair], an international event to be held in [City, Spain], from [dates], with the aim of strengthening commercial and institutional ties between companies from different countries.

In this context, we would be deeply honoured if you would accept our invitation to attend the fair as our guest. Your presence would be of great value and would highlight the importance of international cooperation in [sector].

We would be pleased to provide any additional information you may require and to adapt the programme to your availability, should this be convenient.

Please accept, Your Excellency, the assurances of our highest consideration.

Yours sincerely,

[Name + Surname]

[Title]

[Company Name]

[Contact details]