

Formal Letter Writing

Senders name and Address.

Moshi Pune,

Date:

To, Receivers name and official address

The Officer,

Research Center,

Pimpri – Pune

Sub: Invitation for Science Exhibition in the School

Respected Sir,

It is to bring to your kind consideration, that our school is going to organise Science Exhibition on 21st April 2025.

We are also going to inaugurate our Biological Research Lab. Your presence on the day is very important to us, for our guidance and for the observation which will be made by you, for which we will be honoured.

Please do the needful.

Thanking You.

Your's Faithfully,

Full Name