

## Invite Conference Speaker

From,

Mr. Knowles,

Dean,

Imperial Institute for Higher Studies,

Chicago

To,

Mr. Hilton,

Hilton Palace,

Chicago

Dear Mr. Hilton,

I, Mr. Knowles, the Dean of the Imperial Institute for Higher Studies, am drafting this letter on behalf of the entire institution to invite you for the annual student-teacher conference of this institute as the speaker. It is no hidden fact that your words are mind steering and motivation oozes from each and every word. Hence, it is for this reason that I wish to invite you for this conference. The details of the conference, schedule and venue, have been enclosed along with this letter. We are more than eager for your speech and hence, I wish to mention that the schedule and venue can be altered for your convenience to some extent.

We are hopeful that you will deliver the speech at the said conference and shall help motivate and charge students and teachers for the better future. We are looking forward to your favorable reply with bated breath.

Yours faithfully,

Mr. Knowles

