

Course  
&  
Test Series

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

...many more

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Self-Made Assignment - MS Word

Create Label and Envelope in MS Word

Write an invitation letter in MS Word using Envelopes option.

[Your Company Name]  
1234 Elm Street  
New Delhi, India  
Phone: +91-1234567890  
Email: [info@yourcompany.com](mailto:info@yourcompany.com)

Using Envelopes option:  
Return Address (Sender's Address)

Date: October 18, 2024

[Recipient's Name]  
[Recipient's Address]  
456 Oak Avenue  
Mumbai, India

Using Envelopes option:  
Delivery Address  
(Recipient's Address)

Dear [Recipient's Name],

We are pleased to invite you to the **Annual Business Networking Event** hosted by [Your Company Name]. This event will take place on **November 25, 2024**, at the [Event Venue], located at 789 Maple Street, New Delhi.

The evening will include keynote speeches from industry leaders, discussions on emerging business trends, and an opportunity to network with professionals from various sectors.

**Event Details:**

**Date:** November 25, 2024

**Time:** 6:00 PM

**Venue:** [Event Venue], 789 Maple Street, New Delhi

Please confirm your attendance by November 15, 2024, by responding to this email or calling us at +91-1234567890.

We look forward to welcoming you to this exciting event.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]