TO BE PRINTED ON YOUR COMPANY LETTERHEAD

Your reference

Date

Recipient

Company Name

Address 1

Address 2

Town

County

Postcode

Dear <name>

**Re The HQR Summer Ball – Saturday, 22nd June 2019**

 **Your invitation to attend**

The team at < your company name > along with their wives and partners cordially invite both yourself and your partner to join us at the HQR Summer Ball 2019 at The Grosvenor House Hotel.

The Ball is taking place on Saturday, 22nd June, commencing at 6.30pm.  All food and drinks for the evening will be covered by our company.  A portion of the table fee purchased by us will be directly donated to charity and this charity theme will run throughout dinner on the evening itself, with both a silent and live auction raising money for HQR’s 2019 chosen charities; The Lighthouse Club and Child Bereavement UK.   Homelessness charity Evolve Housing + Support, will be the beneficiaries of this year’s raffle.   The formalities are expected to be finished by circa 11.00pm, but the party continues when the live band takes to the stage.  The evening will draw to a close with carriages at 1.00am.  Full details of the event can be found on the dedicated event website at; www.hqrlondon.co.uk.

The inaugural ball took place in June 2016 and a great time was had by over 660 attendees in the High Quality Residential Construction sector.  The ball continued in 2017, attracting over 750 attendees and raised a fantastic £108,000 for charity and last year’s Ball was once again superbly attended raising £115,000.  We are confident that this will be an even better evening providing a fantastic networking opportunity as well as fun and enjoyment for everyone who attends.

We hope you are both able to join us and I look forward to hearing from you. Should you be able to attend, please kindly confirm your guests full name – there will be a set menu on the evening, but please do notify us any dietary requirements asap that either of you have and the venue will cater accordingly.

Yours sincerely,

<Senders Name>

For and on behalf of <company name>