TO BE PRINTED ON YOUR OWN COMPANY LETTERHEAD

Your reference

Date

Recipient

Company Name

Address 1

Address 2

Town

County

Postcode

Dear <name>

**Re The HQR Summer Ball – Saturday, 25th June 2022**

 **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 2022 at The Grosvenor House Hotel.

The Ball is taking place on Saturday, 25th June, commencing at 6.30pm.  All food and drinks for the evening will be provided for you with our compliments.

A portion of the table fee purchased by us will be directly donated to charity and this theme will run throughout dinner on the evening itself, with both a silent and live auction raising money for HQR’s 2022 chosen charities; The Lighthouse Club and Winston’s Wish.   The Graham Hughes International Charity for Hughes Syndrome will be the beneficiaries of this year’s raffle with some spectacular prizes available to the lucky winners.

The formalities are expected to be finished by circa 10.30pm, but the party continues when a live band and DJ take to the stage.  The evening will draw to a close with carriages at 1.00am.

Full details of the event along with photographs from previous HQR events can be found on the dedicated event website at; www.hqrlondon.co.uk.

The inaugural ball took place in June 2016 and the HQR London brand has gone from strength to strength since then, providing unrivalled networking opportunities whilst helping to raise over £440,000 for its chosen charities. The evening is one not to be missed by anyone involved in the High Quality Residential Construction sector.

We hope you are 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 that either of you may have and the venue will be pleased to cater accordingly.

Yours sincerely,

<Senders Name>

For and on behalf of <company name>