sample letter employee requesting performance review Printable PDF

Sample Letter Employee Requesting Performance Review

Introduction

In today?s dynamic workplace environment, employees are encouraged to take proactive steps to understand their performance levels, seek feedback, and identify areas for growth. One effective way to initiate this conversation is through a well-crafted performance review request letter. Such a letter not only demonstrates professionalism but also shows the employee?s commitment to personal development and contribution to the organization. This article provides a comprehensive guide to writing an impactful sample letter requesting a performance review, along with key considerations, templates, and tips to ensure your request is clear, respectful, and effective.

Understanding the Purpose of a Performance Review Request Letter

Why Write a Performance Review Request?

A performance review request letter serves multiple purposes:

- Expresses initiative and professionalism: Demonstrates that the employee values feedback and is committed to growth.
- Clarifies goals and expectations: Helps align individual objectives with organizational goals.
- Identifies development needs: Provides an opportunity to discuss skills, strengths, and areas needing improvement.
- Fosters communication: Strengthens the employee-manager relationship through open dialogue.

When to Send a Performance Review Request

Timing is crucial when requesting a performance review:

- After completing a major project or milestone.
- During performance review cycles, if your organization has scheduled reviews.
- When seeking feedback to improve performance or clarify expectations.

- If you feel your contributions warrant recognition or discussion.

Key Components of an Effective Performance Review Request Letter

1. Proper Salutation and Address

Start with a professional greeting, such as ?Dear [Manager?s Name],? or ?Hello [Manager?s Name],? depending on your relationship.

2. Clear Purpose Statement

State upfront that you are requesting a performance review. Be specific about your intentions, whether it's for feedback, career development, or clarification of expectations.

3. Reason for Request

Briefly explain why you are seeking the review. This could include:

- Desire to improve performance.
- Interest in discussing future goals.
- Seeking feedback on recent work.

4. Suggested Timing and Flexibility

Propose a suitable time for the review, showing flexibility to accommodate the manager?s schedule.

5. Express Appreciation and Professionalism

Thank the manager for their time and consideration, maintaining a respectful tone.

6. Closing and Contact Information

End with a professional closing, such as ?Sincerely? or ?Best regards,? followed by your name and contact details.

Sample Letter Template: Requesting a Performance Review

```plaintext

Subject: Request for Performance Review Meeting
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Dear [Manager?s Name],

I hope this message finds you well. I am writing to kindly request a performance review discussion at your earliest convenience. I value your feedback and believe that a formal review would be beneficial in helping me understand how I am progressing in my role and identify areas where I can further improve.

Over the past few months, I have been working on [briefly mention projects or responsibilities], and I am eager to gain insights into my performance and discuss my contributions to the team. Additionally, I am interested in aligning my goals with the department?s objectives and exploring opportunities for professional development.

Please let me know a suitable time for you, and I am willing to accommodate your schedule. I appreciate your time and consideration and look forward to your feedback.

Thank you very much.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

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## Tips for Writing an Effective Performance Review Request Letter

### 1. Maintain a Professional Tone

Use polite language and a respectful tone throughout the letter. Even if you have concerns, approach them constructively.

### 2. Be Concise and Clear

Avoid lengthy explanations; stick to the purpose and key points to make it easy for your manager to understand your request.

### 3. Highlight Your Achievements
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If appropriate, briefly mention your accomplishments to provide context for your review request.

4. Show Openness to Feedback

Express your willingness to receive constructive criticism and your commitment to improvement.

5. Follow Up Politely

If you do not receive a response within a reasonable timeframe, consider sending a gentle follow-up reminder.

Additional Considerations When Requesting a Performance Review

Timing and Organizational Culture

Understand your company?s policies regarding performance reviews and the preferred communication channels. Some organizations have formal procedures, while others prefer informal requests.

Personalize Your Letter

Tailor your letter to reflect your relationship with the manager and your specific circumstances. Personalization shows sincerity and professionalism.

Prepare for the Meeting

Before the review, prepare a list of topics you wish to discuss, including accomplishments, challenges, and future goals. This preparation ensures a productive discussion.

Alternative Formats for Requesting a Performance Review

1. Email Request

A formal email can be an effective and quick way to initiate the review process. Ensure the subject line clearly indicates the purpose.

2. In-Person Request

If appropriate, requesting a review face-to-face can be more personal and immediate. Follow up with a written note confirming the discussion.

3. Formal Application or Request Form

Some organizations have standardized forms or portals for performance review requests. Use these if available.

Conclusion

Requesting a performance review is a proactive step towards career development and improved work performance. Crafting a professional, respectful, and clear letter is essential to facilitate a constructive dialogue with your manager. By following the guidelines and utilizing the sample letter provided, employees can effectively communicate their desire for feedback, demonstrate initiative, and foster a culture of continuous improvement. Remember, a well-timed and well-worded request can open doors to valuable insights, recognition, and growth opportunities that benefit both the employee and the organization.

Sample Letter Employee Requesting Performance Review

In modern workplaces, open communication between employees and management is essential for fostering growth, motivation, and a positive work environment. One common step employees take to facilitate this dialogue is drafting a formal request for a performance review. A well-crafted sample letter employee requesting performance review not only demonstrates professionalism but also clearly articulates the employee?s desire for feedback and development opportunities. Whether you are seeking recognition, clarification on your role, or guidance for future growth, understanding how to compose such a letter effectively can significantly impact your career trajectory.

Understanding the Importance of a Performance Review Request

A performance review request is more than a formalities; it reflects an employee?s proactive approach to career development. It signals to supervisors that the employee values their growth, is eager for constructive feedback, and is committed to contributing effectively to the organization.

Benefits of Requesting a Performance Review

- Clarifies Expectations: Employees gain a clearer understanding of their role and performance standards.
- Provides Development Opportunities: Feedback can highlight areas for improvement and professional growth.
- Enhances Visibility: Demonstrates initiative, which can be advantageous during appraisals or promotion considerations.
- Strengthens Communication: Encourages ongoing dialogue between employees and managers.

Potential Drawbacks

- Timing Sensitivity: Requesting at inopportune moments may be perceived as impatient or disruptive.
- Preparation Required: A poorly written letter can reduce the effectiveness of the request.
- Perceived as Overstepping: Some managers may view frequent requests as overbearing if not handled tactfully.

Key Elements of a Sample Letter Requesting a Performance Review

A well-structured letter should include several essential components to convey professionalism and clarity.

- Proper Salutation and Introduction

Begin with a respectful greeting, addressing the recipient by name if possible. Opening with a polite introduction sets a positive tone.

- Clear Purpose Statement

State explicitly that the letter is a request for a performance review. Be concise but direct.

- Reason for the Request

Briefly mention motivations, such as seeking feedback, discussing accomplishments, or planning future goals.

- Flexible Scheduling

Express willingness to accommodate the manager?s schedule, showing respect for their time.

- Closing and Appreciation

End with a courteous closing, thanking the recipient for their consideration.

Sample Letter Template and Breakdown

Below is a comprehensive sample letter requesting a performance review, followed by a detailed explanation of its components.

Sample Letter:

Subject: Request for Performance Review Meeting

Dear Mr./Ms. [Manager?s Last Name],

I hope this message finds you well. I am writing to formally request a performance review at your earliest convenience. Over the past few months, I have been reflecting on my contributions and believe that receiving structured feedback would be highly beneficial for my continued growth within the team.

I am eager to discuss my current performance, understand areas where I can improve, and identify opportunities for further development. I am confident that your insights will help me align my efforts more closely with the team?s objectives.

Please let me know a time that works best for you. I am flexible and willing to accommodate your schedule. Thank you very much for considering my request. I look forward to your guidance and feedback.

Best regards,

[Your Full Name]

[Your Job Title]

[Your Contact Information]

Component Analysis:

- Subject Line: Clear and to the point, indicating the purpose.
- Greeting: Respectful, professional salutation.
- Introduction: Polite opening that establishes rapport.
- Purpose Statement: Directly states the intent of the letter.
- Reason for Request: Emphasizes the employee?s motivation and proactive attitude.
- Scheduling Flexibility: Shows respect for the manager?s time.

- Closing: Courteous sign-off with contact details.

Tips for Writing an Effective Performance Review Request Letter

To maximize the impact of your letter, consider the following tips:

Be Professional and Concise

Maintain a formal tone and avoid unnecessary details. Clearly state your purpose early in the letter.

Highlight Your Achievements

If appropriate, briefly mention recent accomplishments to demonstrate your commitment and readiness for feedback.

Express Willingness to Adapt

Show flexibility in scheduling to accommodate your manager?s availability.

Proofread Carefully

Ensure the letter is free of grammatical errors and typos, reinforcing your professionalism.

Follow Up Politely

If you do not receive a response within a reasonable timeframe, consider sending a gentle follow-up.

Additional Sample Scenarios

Depending on your relationship with your supervisor or organizational culture, you might tailor your request accordingly.

Formal and Assertive

Example:

"I would appreciate the opportunity to meet and discuss my performance outcomes over the past quarter. Please advise on a suitable time."

Casual and Friendly

Example:

"Hi [Manager?s First Name], I?d love to sit down sometime soon to get your feedback on my work lately. Let me know when you?re available."

Email vs. Physical Letter

While email is the most common method today, a physical letter may be appropriate in certain formal workplaces or for official documentation.

Conclusion: Crafting Your Performance Review Request

A sample letter employee requesting performance review is a valuable tool for initiating meaningful feedback conversations with your manager. By structuring your letter professionally, clearly articulating your intentions, and demonstrating respect for your supervisor?s time, you set the stage for a constructive dialogue that can propel your career forward. Remember, the goal is to showcase your proactive attitude and eagerness to grow, not only for personal development but also for contributing more effectively to your organization. With thoughtful preparation and respectful communication, you can turn a simple request into a pivotal step toward achieving your professional aspirations.

QuestionAnswer How should I professionally request a performance review from my manager? You can write a polite and concise email or letter expressing your interest in receiving feedback on your performance, mentioning your dedication to improving and asking for a convenient time to discuss your progress. What key points should be included in a sample letter requesting a performance review? Include a clear request for a performance review, mention specific areas you'd like feedback on, express your willingness to improve, and suggest possible dates or ask for their availability. Can you provide a sample letter template for requesting a performance review? Certainly! Here's a simple template: Subject: Request for Performance Review Dear [Manager's Name], I hope this message finds you well. I am writing to kindly request a performance review at your convenience. I am eager to receive feedback on my work and discuss ways to further contribute to the team. Please let me know a suitable time. Thank you for your support. Best regards, [Your Name] When is the best time to request a performance review via letter? The best time is during regular performance review periods or after completing a significant project. However, if you seek ongoing feedback for professional growth, requesting a review at any time is appropriate, preferably when your manager is less busy. How can I make my employee request for a performance review stand out positively? Be professional, specific about your goals for the review, show enthusiasm for feedback, and express your commitment to improving your performance. A well-written, respectful tone can help make a positive impression.

Related keywords: employee request, performance evaluation, review letter, work feedback,

employee appraisal, performance feedback, formal request, review letter template, employee communication, performance discussion

Sample letter requesting your presence

sample letter requesting your presence is an essential tool for formal communication, especially when inviting someone to an important event, meeting, or gathering. Whether you?re organizing a business conference, a wedding, a seminar, or a family reunion, crafting an effective and polite letter requesting someone?s presence can significantly influence their response and participation. In this comprehensive guide, we will explore the importance of a well-written sample letter requesting your presence, provide various templates, and share tips to optimize your letter for clarity, professionalism, and persuasive appeal. This article aims to serve as an invaluable resource for anyone seeking to master the art of formal invitations through written correspondence.

Understanding the Importance of a Sample Letter Requesting Your Presence

A sample letter requesting your presence serves multiple purposes:

- Formal Invitation: It acts as an official invitation, conveying respect and professionalism.
- Clarity and Precision: It clearly states the purpose, date, time, and location of the event.
- Personal Touch: It shows consideration for the recipient?s presence, which can enhance relationships.
- Documentation: It provides a written record of the invitation, which can be useful for reference.

Having a well-structured sample letter ensures that your invitation is effective, courteous, and achieves the desired response.

Key Components of a Sample Letter Requesting Your Presence

A good letter requesting someone?s presence should include the following key elements:

1. Proper Salutation

Begin with a respectful greeting tailored to the recipient. Examples include:

- Dear Mr./Ms./Dr. [Last Name],
- To whom it may concern,
- Dear [First Name], (if informal but still respectful)

2. Clear Purpose Statement

State the reason for your letter upfront. For example:

?I am writing to invite you to attend the upcoming Annual Business Conference??

3. Details of the Event

Include essential information:

- Date and day of the week
- Time of the event
- Venue/location with address
- Duration (start and end time)

4. Reason for Invitation

Explain why their presence is important or appreciated:

?Your expertise in this field would greatly contribute to the success of the event.?

5. RSVP Details

Encourage a response and specify how to confirm attendance:

- Contact details (phone number, email)
- Deadline for RSVP

6. Polite Closing Statement

Express gratitude and anticipation:

?We look forward to your positive response and your presence at the event.?

7. Formal Sign-off

Use appropriate closing phrases:

- Sincerely,
- Yours faithfully,
- Best regards,

Followed by your full name, position, and contact information.

Sample Templates for Requesting Your Presence

Below are various templates tailored for different occasions, which you can customize to suit your needs.

Sample Letter for a Business Meeting

Dear Mr. Johnson,

I am pleased to invite you to attend the quarterly business review meeting scheduled for Thursday, March 15, 2024, at 10:00 AM. The meeting will be held at our main conference room, located at 123 Business Ave, Cityville.

Your insights and expertise are highly valued, and your presence will contribute significantly to our discussions on strategic planning and project updates. Kindly confirm your attendance by March 10, 2024, via email at or phone at (123) 456-7890.

Thank you for considering this invitation. We look forward to welcoming you.

Sincerely,

Jane Smith

Office Manager

Sample Letter for a Wedding Invitation

Dear Emily,

It is with great joy that we invite you to celebrate the wedding of our daughter, Sarah, to Michael Thompson. The ceremony will take place on Saturday, April 20, 2024, at 4:00 PM at St. Mary?s Church, 456 Celebration Road, Townville.

Your presence on this special day would mean a lot to us and the happy couple. Please RSVP by April 10, 2024, to confirm your attendance. You can reply via email at or call us at (987) 654-3210.

We hope you can join us for this memorable occasion.

Warm regards,

Mrs. and Mr. Anderson

Sample Letter for a Seminar or Conference

Dear Dr. Lee,

We are honored to invite you to be a keynote speaker at the International Technology Seminar scheduled for May 5-7, 2024, at the Grand Convention Center, Downtown City.

Your pioneering research in artificial intelligence would greatly enrich the conference and inspire attendees. We kindly request your presence on May 6, 2024, at 9:00 AM. Please confirm your participation by April 25, 2024, by contacting us at or calling (555) 123-4567.

We look forward to your valuable contribution and to welcoming you to our event.

Best regards,

John Doe

Event Coordinator

Tips to Optimize Your Letter Requesting Your Presence for SEO

To ensure your letter reaches a wider audience and ranks well in search engines, consider these SEO tips:

1. Use Relevant Keywords

Incorporate keywords naturally into your content, such as:

- Sample letter requesting your presence
- Formal invitation letter

- Invitation template for events
- Requesting attendance letter
- Invitation letter format

2. Include Clear Headings and Subheadings

Structured content with descriptive

and
tags helps search engines understand your content better.

3. Optimize for Readability

Use bullet points, numbered lists, and concise paragraphs to improve user experience and time spent on your page.

4. Incorporate Internal and External Links

Link to related articles or templates for further resources, enhancing SEO authority.

5. Use Descriptive Meta Descriptions and Titles

If publishing online, craft compelling meta descriptions that include your target keywords.

6. Keep Content Updated and Relevant

Regularly review your content to ensure accuracy and relevance, boosting your SEO ranking.

Additional Tips for Writing Effective Request Letters

- Be Polite and Respectful: Always maintain a courteous tone.
- Be Concise but Informative: Provide all necessary details without overloading the recipient.
- Personalize When Possible: Use the recipient?s name and tailor the message to the occasion.
- Proofread: Check for grammatical errors and clarity.
- Follow Up: If you don?t receive a response, send a polite reminder.

Conclusion

A well-crafted sample letter requesting your presence is a powerful tool to invite someone to an

event professionally and courteously. Whether for business meetings, social gatherings, conferences, or personal occasions like weddings, the structure and tone of your letter can significantly impact the recipient?s response. By understanding the key components, utilizing effective templates, and optimizing your content for SEO, you can enhance your communication strategy and ensure your invitations are both persuasive and visible.

Remember to personalize your letters, include all relevant details, and maintain a respectful tone. With these tips and templates, you?re well-equipped to compose compelling invitation letters that invite your valued guests or colleagues to join your important events seamlessly.

Keywords for SEO Optimization:

- Sample letter requesting your presence
- Invitation letter template
- Formal invitation letter example
- Requesting attendance letter
- Event invitation letter format
- How to write a request letter for presence
- Professional invitation letter tips
- Invitation letter for business meeting
- Wedding invitation letter sample
- Conference invitation letter

Using these keywords strategically throughout your content will help improve your article?s visibility and reach a wider audience seeking guidance on requesting someone?s presence through formal letters.

Sample Letter Requesting Your Presence: An In-Depth Guide for Formal Invitations and Professional Communications

In the realm of professional and personal correspondence, the art of requesting someone's presence through a well-crafted letter remains a vital skill. Whether inviting a guest speaker, requesting attendance at an event, or formally inviting an individual for a meeting or interview, the sample letter requesting your presence serves as a foundational template. This article explores the nuances of drafting such letters, their importance, common structures, and best practices to ensure clarity, politeness, and professionalism.

The Significance of a Formal Presence Request Letter

A letter requesting your presence is more than just a simple invitation; it is a reflection of respect,

professionalism, and clarity. Properly worded, it:

- Demonstrates courtesy and regard for the recipient's time and commitments.
- Establishes the purpose and importance of their presence.
- Sets the tone for a positive response and fosters goodwill.
- Serves as an official record of the invitation.

In various contexts?academic, corporate, social, or governmental?such letters facilitate smooth communication, avoid misunderstandings, and enhance the credibility of the event or request.

Key Components of a Sample Letter Requesting Your Presence

A comprehensive letter requesting someone's presence typically includes several essential elements:

1. Salutation

- Formal greetings such as "Dear Dr. Smith," or "To Whom It May Concern," depending on familiarity and context.
- Ensures respectful addressing.

2. Introduction and Purpose

- Briefly introduce yourself if necessary.
- Clearly state the reason for the letter.
- Mention the event or occasion for which the recipient's presence is desired.

3. Details of the Event

- Date, time, and venue.
- Duration and agenda (if applicable).
- Significance of the event and why their presence is valued.

4. Specific Request

- A direct, polite request for their attendance.

- Any actions needed from the recipient, such as confirming attendance.

5. Closing and Sign-off

- Express appreciation for considering the invitation.
- Provide contact information for queries.
- Formal closing, e.g., "Sincerely," or "Best regards," followed by your name and designation.

6. Attachments or Additional Information (if applicable)

- Invitations cards, agendas, or supporting documents.

Sample Letter Templates for Requesting Presence

Below are detailed templates tailored for various contexts, illustrating how to incorporate the components discussed.

Sample 1: Invitation to Academic Conference

Dear Professor Johnson,

I hope this message finds you well. I am writing on behalf of the Organizing Committee of the International Academic Conference 2024, scheduled to be held at the City Convention Center on March 15-17, 2024.

We are honored to invite you as a keynote speaker to share your insights on sustainable development practices. Your expertise greatly aligns with the theme of the conference, and your participation would be invaluable to our attendees.

The event will take place on March 16, 2024, from 9:00 a.m. to 12:00 p.m., with a dedicated session for keynote addresses. We anticipate a diverse audience of scholars, industry leaders, and students.

Please let us know your availability by February 15, 2024. We would be happy to assist with travel arrangements and accommodations.

Thank you for considering this invitation. We look forward to your positive response.

Sincerely,

Emily Roberts

Conference Coordinator

[Contact Information]

Sample 2: Formal Invitation to Corporate Event

Dear Mr. Anderson,

On behalf of XYZ Corporation, I am pleased to invite you to attend our Annual Business Gala, scheduled for April 20, 2024, at the Grand Ballroom, Downtown Hotel, from 6:00 p.m. to 11:00 p.m.

Your presence would honor us and provide an excellent opportunity for networking and celebrating our company's achievements. The evening will include a dinner reception, awards ceremony, and entertainment.

Kindly confirm your attendance by April 5, 2024, by replying to this letter or contacting our office at [phone number/email].

We sincerely hope you can join us for this special occasion.

Warm regards,

Michael Lee

Event Manager

XYZ Corporation

Sample 3: Personal Invitation for Social Gathering

Dear Aunt Margaret,

I hope you?re doing well. I would be delighted if you could join us for a family dinner at our home on Saturday, March 10th, at 7:00 p.m. It?s been too long since we all gathered, and I?d love to catch up and share some quality time together.

Please let me know if you?ll be able to make it. Looking forward to seeing you soon!

With love,

Sarah

Best Practices for Crafting an Effective Request Letter

To maximize the effectiveness of your sample letter requesting your presence, consider these best practices:

- Be Clear and Concise: State the purpose and details without ambiguity.
- Use Formal Language: Maintain professionalism unless the relationship is informal.
- Express Respect and Courtesy: Use polite phrases like "We would be honored" or "It would be a pleasure."
- Provide All Necessary Details: Date, time, location, and agenda should be explicit.
- Include a Call to Action: Request confirmation or response by a specific date.
- Proofread: Ensure correct spelling, grammar, and punctuation.
- Follow Up: If no response is received within a reasonable timeframe, send a polite reminder.

Common Mistakes to Avoid

While drafting a sample letter requesting your presence, avoid the following pitfalls:

- Being too vague about the event or expectations.
- Using overly casual language in formal settings.
- Forgetting to include contact details or RSVP instructions.
- Making the request too demanding or insistent.
- Ignoring cultural norms or etiquette, especially in international contexts.

Adapting the Template for Different Audiences

The tone and content of your letter should align with the recipient and context:

- Academic or Professional: Formal, detailed, emphasizing the importance.
- Corporate: Polished, emphasizing networking or business opportunities.
- Social: Friendly, warm, with a personal touch.
- Government or Official: Extremely formal, adhering to protocol.

The Evolution of the Sample Letter Requesting Your Presence in the Digital Age

Although traditional mailed letters have been the norm historically, digital communication now dominates. However, the core principles remain:

- Formal emails often mirror the structure of printed letters.
- Electronic invitations can incorporate multimedia or interactive elements.
- Despite technological advances, the tone of respect and clarity remains essential.

Conclusion: Mastering the Art of Formal Invitations

A well-crafted sample letter requesting your presence is an essential tool in professional and personal contexts. It requires thoughtful construction, respectful tone, and clarity to effectively communicate the invitation and encourage a positive response. Whether for conferences, corporate events, or personal gatherings, the principles outlined here serve as a comprehensive guide to ensure your invitation is compelling and appropriate.

By understanding the key components, customizing templates to suit your needs, and adhering to best practices, you can master the art of requesting someone's presence through a letter that is both effective and courteous. Remember, the goal is not just to invite but to convey appreciation and respect, fostering meaningful connections and successful events.

QuestionAnswer What is a sample letter requesting someone's presence for an event? A sample letter requesting someone's presence is a formal or informal written request that invites an individual to attend a specific event or occasion, often including details like date, time, location, and purpose. How should I start a letter requesting someone's presence? Begin your letter with a polite greeting and clearly state the purpose of the letter, such as 'I am writing to invite you to...' or 'We are pleased to request your presence at...' to set a respectful tone. What key details should be included in a letter requesting presence? Include essential details such as the event's date, time, venue, purpose, dress code if any, and RSVP instructions to ensure the recipient has all necessary information. Are there different formats for requesting someone's presence via letter? Yes, depending on the formality of the event, the letter can be formal, semi-formal, or informal. Formal letters typically follow a structured format, while informal ones may be more casual and personal. Can I send a request for someone's presence via email instead of a letter? Absolutely. Email is commonly used for such requests, especially in professional or casual contexts. Ensure the email maintains a respectful tone and includes all relevant details. What are some tips to make my letter requesting presence more effective? Be clear and concise, polite and respectful, include all necessary details, specify the importance of their presence, and provide a way for the recipient to respond or ask questions.

Related keywords: invitation letter, formal request, meeting invitation, attendance request, official letter, event invitation, professional communication, reminder letter, notice of meeting, RSVP

request

Read the full article online: Sample letter requesting your presence