ALPHALIFE Sciences

INVITATION

[Month Date, Year]

[Recipient name]
[Title]
[Company]
[Street address, City]

Dear [Recipient name],

On behalf of AlphaLife Sciences, I would like to invite you to [Event name], a small gathering of regulatory and medical writing leaders taking place during [Conference name].

The evening will include [short description of the program], followed by dinner and open conversation with peers who face the same documentation challenges you do.

DATE	**[Day], [Month Date, Year]**
TIME	**[Start time] to [End time]**
VENUE	**[Venue name], [Street address, City]**

Seating is limited. Please let us know by [RSVP date] at [RSVP link or email] whether you can join us.

With warm regards,

[Sender name]
[Title], AlphaLife Sciences