The Science Club of your college is going to organize a Science Exhibition. As the In-charge faculty of the Club Write a letter to Dr D S Patel, Prof.& Head , Dept of Physics, Sardar Patel University, inviting him to be the Chief Guest and inaugurate the event.

INVITATION LETTER

From

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In Charge Faculty

Science Club

VP & RPTP Science College

Vallabh Vidyanagar.

Date: 15th February 2021

To

Dr D S Patel,

Prof.& Head ,

Dept of Physics,

Sardar Patel University,

Vallabh Vidyanagar.

Sub: Invitation to be the Chief Guest.

Dear Sir

This is to inform you that the Science Club of the College is going to organize a Science Exhibition on the National Science Day i.e on 28th February 2021.This is an Annual event in which more than 25 colleges in and around V V Nagar participate. There are more than 50 working models on display along with poster presentations and quiz competition.

In this regard we feel glad to invite you to grace the occasion as the Chief Guest and inaugurate the event. Your scholarship and contribution to science will motivate all the participants.

Could you kindly let us know your acceptance ?The details about the event will be sent to you shortly.

Regards

2) ACCEPTANCE of INVITATION

From

Dr D S Patel,

Prof.& Head ,

Dept of Physics,

Sardar Patel University,

Vallabh Vidyanagar.

To

In Charge Faculty

Science Club

VP & RPTP Science College

Vallabh Vidyanagar.

Date: 17th February 2021

Sub: Acceptance of Invitation

Dear Sir

I am indeed honoured to be invited as the Chief Guest in such an esteemed college. I am aware about the various activities that the college conducts for the students’ growth and the achievement of college in various fields over the years. I shall certainly come.

Kindly send me the details about the event and the programme.

Best Wishes

Dr D S Patel

3) EXPRESSING INABILITY to ACCEPT the INVITATION

From

Dr D S Patel,

Prof.& Head ,

Dept of Physics,

Sardar Patel University,

Vallabh Vidyanagar.

To

In Charge Faculty

Science Club

VP & RPTP Science College

Vallabh Vidyanagar.

Date: 17th February 2021

Sub: Acceptance of Invitation

Dear Sir

I am indeed honoured to be invited as the Chief Guest in such an esteemed college. I am aware about the various activities that the college conducts for the students’ growth and the achievement of college in various fields over the years.

However, I am not available on that day as I have to attend a conference in Mumbai on the same day.

My best wishes for the success of the programme

Regards

Dr D S Patel,