Sample Invitation Letter to Local Official

Below is an example of a letter that can be sent out to local officials about your event. You’ll want to change specific details such as the day, time, nature of the event, and possibly add in some details about your local centre and your achievements.

*Hello Mr. or Mrs. \_\_\_\_\_\_\_,*

*The grand opening of School is Easy Tutoring in \_\_\_\_\_\_ will be held from 9 AM to 1 PM Saturday, June 14th. During the grand opening, we will be conducting a ribbon cutting ceremony and would greatly appreciate it if Rep. Smith could be present between 9:30am and 10:30am for the exciting event. We would love to provide Rep. Smith with a few moments to speak and show his support for education. We will be sure to provide the microphone and sound system, as well as, invite local media to cover the event.*

*School is Easy Tutoring provides one-on-one tutoring support for students either in-home, online or on-site in schools and throughout the community. We aspire to be one of the best tutoring agencies globally, encouraging our students to ‘reach for the moon.’ Our highly qualified and screen tutors can provide support in topics such as \_\_\_\_\_, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_. We wish for each student to have an equal opportunity to education and the support they need.*

*To help commemorate this event, we will be sending out invitations to everyone in our contact list. Invitations be delivered to approximately 5000 people, as well as, to our local chamber of commerce and media outlets. To discuss the event further and any questions you may have, I would be more than glad to schedule a phone call.*

*Regards,*

*Owner of School is Easy Tutoring in \_\_\_\_\_*

Sample Press Release

For immediate release

**School is Easy Tutoring in XXXXXX Hosts XXXXXX Event This [INSERT MONTH]**

In order to commemorate the grand opening of School is Easy Tutoring in XXXXX, the Owner and Academic Director has scheduled a XXXXXX event for Saturday, June XXth.

The XXXXX event is scheduled from X:XXam – X:XXpm at [INSERT ADDRESS]. Representatives of the Chamber of Commerce will be on hand to assist with the ribbon cutting, as well as other VIP’s attending. After the official cutting of the ribbon, there will be time for networking, guest speakers, refreshments, and many giveaways from local businesses and partners.

All members of the media are invited to attend, and should RSVP at (XXX)-XXX-XXXX.

About Us:

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About the owner, [INSERT OWNER NAME]

*Here you can write a bio about the owner of your location. This is a great way to show off achievements and provide information to ensure trust in your campus.*

To RSVP to the event, or if you have any questions please contact:

Name

(XXX)-XXX-XXXX

XXXX@schooliseasy.com

Sample Letter to Dignitaries

The below sample letter is designed for a ribbon cutting, grand opening, or re-grand opening event. This letter can be altered to reflect the type of event you plan to offer at your campus.

Dear (Mayor \_\_\_\_\_\_\_\_\_),

To commemorate the grand opening of School is Easy Tutoring in \_\_\_\_\_\_\_, we are planning a grand opening and ribbon cutting for [INSERT DATE and TIME]. The ribbon cutting will be located at [INSERT ADDRESS]

We would be honored if you would participate in this important event. It will help promote local business and will be an opportunity for you to meet and speak with your constituents. The ceremony and social period should take no more than an hour. Representatives of the Prince William Chamber of Commerce will be on hand to assist with the ribbon cutting and we would appreciate your participation also.

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This will be a great event for the community with lots of valuable information for students and prospective employers as well as tons of exciting giveaways! We hope to see you there.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_