Dear Ambassador,

Greetings of peace! I hope that this letter finds you well and in good spirit. I also would like to extend my gratitude for the good work that you and your country had done for my country.

This coming week will be the celebration of the founding of our organization whose existence, you have helped faster. It will be but fitting that you grace the occasion as our guest of honor. Invitations have also been sent to the other Ambassadors of other countries.

The occasion will be a formal event. The venue has been prepared and secured but should you wish to, you can have your own people take a look at it. We would also be open to any inquiries coming from your good office.

I understand that you are a busy man and I do not want to burden you further. But should you come to a decision about this decision, please give as a call.

Thank you..

Sincerely yours,

Maleck Donne