[Company Name]  
[Address]

Date:

To

[The Business Name]  
[Address]

I am (state your name) from (tell which institution, organization, etc. you are from). I am a (state your designation). I would like to invite you to be a part of my project (give the name of the project). I hope that you can be a part of this project from (give the date). (Give some details about the project so that the reader knows about it. Do not include too much information here, just add the relevant points). The presentation for the project will be held on (give date) at (provide a location where this will occur) from (state the time when it will start).

I feel that you can help this project out due to your designation and skills. (Tell how the person can help your project out). The project will be helped significantly with your contribution to it.

If there are any queries you can contact me directly at (give you phone number and/or email address). If you are interested, can you please let me know about this as well by contacting me?

Yours Sincerely,

(Provide your signature)

(State your name)

(Tell your designation)