

A formal letter of invitation

Dear Mr Wong,

I am Chris Wong, the secretary of Harbour College Social Services Club. You are cordially invited to be the guest speaker of our school's *Get Involved Day*, which will take place at the hall of Harbour College on 25th May from 11 a.m. to 3 p.m. It would be our honour if you could come to our event to tell our students more about the problem of homelessness in Hong Kong.

This is the first time the Social Services Club organises such an event. In the past, our school rarely had any opportunity to host events with a focus on homelessness, which is becoming more common in society and an issue that students should learn more about. Many students have expressed their concern and would like to know about how to help the homeless in the community. Therefore, we are organising *Get Involved Day* this year.

We would be most grateful if you could accept our invitation to be our guest speaker in the event and give our students a talk on the issue of the homeless in the city. If you could come to speak to us, please tell me if there are any special arrangements you require? During the talk, could you explain how we can help the homeless? We would very much like to know when and why you started to research the homelessness problem. Please also share with us the findings of your research, which can help our students understand more about this social problem. Finally, do you have any suggestions for us to solve the problem of homelessness in Hong Kong?

We sincerely hope you would accept our invitation. We are sure our students will gain a lot of inspiration from you. Please contact me if you need any further information. We are looking forward to your favourable reply.

Yours sincerely,

Chris Lee

Chris Lee
Secretary
Social Services Club
Harbour College