

Subject: Invitation to Attend Our Manufacturing Day Event

Dear [Title] [Last Name],

On behalf of **[Company/Organization Name]**, I'd like to invite you to join us for our **Manufacturing Day (MFG Day)** event on **[Date]** at **[Time]** at **[Location]**.

Manufacturing Day, celebrated nationally on the first Friday in October, is an initiative of the Manufacturing Institute designed to showcase the careers, technologies and innovations driving modern manufacturing. It's also a powerful opportunity to inspire the next generation of creators and problem-solvers.

Our event will welcome students, educators and community leaders for a firsthand look inside our operations and the many career opportunities available in today's manufacturing sector. We'd be honored to have you join us to:

- See how manufacturers like us are contributing to local and state economies,
- Meet with students, parents and educators exploring future career paths,
- Share your support for career readiness and workforce development in our community.

We would be proud to recognize your presence during the event and offer a brief opportunity for remarks, if your schedule permits. Please let us know if you're able to attend or if a member of your team would like to join in your place.

We hope to see you there!

Sincerely,

[Full Name]

[Title]

[Company/Organization Name]

[Phone Number]

[Email Address]

