To

[The Recipient Name]

**Subject: Sports gala announcement for [X]**

Dear Students,

Roll up your sleeves and get ready for the most awaited event of this Year. University management is pleased to inform all the students that the sports gala 202X is going to be started on the 1st of November. Students from all academic disciplines can take part in all sports activities at this sports gala.

This event is going to be great fun for all of you. The organization of this event is much needed to reduce the stress that has been created by the hectic routine of exams. Various sports activities included in the sports gala will enable you to learn social values, teamwork, sportsmanship, and the importance of adherence to rules.

The inauguration of the sports gala 202X has been scheduled for the 31st of October 202X. The flag-hoisting ceremony will be started at 9:00 a.m. sharp. A worthy vice chancellor will be the chief guest in this ceremony. It will be obligatory for all the students to ensure their presence on said date and time, positively.

The flag hoisting ceremony will be followed by the official opening ceremony of this event which is planned to be held in the Faisal auditorium. All players and coaches will participate in the march past thereafter.

In short, the whole week will be full of sports activities such as cricket, hockey, football badminton, and tug of war. Department of electrical engineering will defend its title in cricket whereas famous agrarians will try to maintain their Monopoly in the field of hockey.

All students, teachers, and coaches are cordially invited to attend this colorful event of the sports gala 202X. I hope you all will cherish every moment of this event and make it memorable through your participation.

Yours sincerely.

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[NAME]  
[COMPANY]