

January XX, 20XX

**XXXXXXXX X. XXXXXXXX**  
iMillennial Publishers  
Manila, Philippines

Dear Ms. XXXXXXX:

Our school, AcadShare State University-Manila, will hold its annual Student Skills Olympics, AcadShare's network student development program that affords learning opportunities exclusively for AcadShare college and senior high school (SHS) students through their showcase of knowledge, talents, values, and skills in various event competitions.

With this, we would like to invite you to share in this unique experience by serving as one of the judges for **Essay Expresses It All!** an on-the-spot essay writing contest (local event) which will be held on February XX, 20XX (Wednesday) from 01:00PM – 03:00PM at Computer Lab 512, Academic Building, AcadShare State University, Green Palm Avenue, Manila.

We believe that your notable experience and expertise will help us achieve the objective of this local level competition as we intend to choose the best students who will represent our school in the AcadShare Cluster Level Competitions (student competitions among clustered AcadShare schools).

Should you have further concerns and clarifications on this invitation, please do not hesitate to send an email to the event coordinator at [admin@acadshare.com](mailto:admin@acadshare.com) or call +639-XXX-XXX-XXX.

Thank you very much.

Sincerely,

**XXXXXXXX X. XXXXXXXX**  
Academic Head | School Principal  
AcadShare State University