

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to [event name] scheduled for [date] at [time]. The event will take place at [venue/location].

This [brief description of the event, e.g., celebration, meeting, gathering] is a wonderful opportunity for [purpose of the event, e.g., reconnecting, celebrating achievements, discussing important matters]. We would be thrilled to have you join us.

Please RSVP by [RSVP date] to confirm your attendance. You can reach me at [your phone number] or [your email address].

Thank you, and I hope to see you soon!

Warm regards,

[Your Name]  
[Your Position/Title (if applicable)]  
[Your Organization (if applicable)]