

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

You are cordially invited to attend our annual charity event, [Event Name], taking place on [Date] at [Venue] from [Start Time] to [End Time]. This year, we aim to raise funds for [specific cause or project], and your presence would mean a lot to us.

Join us for an evening filled with [mention any special activities, guest speakers, entertainment, etc.], as we come together to make a difference in our community.

****Event Details:****

- ****Date:**** [Date]

- ****Time:**** [Start Time] - [End Time]

- ****Location:**** [Venue Name, Address]

Please RSVP by [RSVP Date] to [Contact Information]. Your support is invaluable, and together, we can make a significant impact.

Thank you for considering our invitation. We look forward to seeing you at [Event Name].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]