

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear Bharat,

I hope this letter finds you well. I would like to formally invite you to [event name] which will take place on [date] at [venue/location]. The event will start at [start time] and is expected to conclude by [end time].

We have planned an exciting agenda that includes [briefly outline the agenda or activities]. It will be a great opportunity to connect, share ideas, and enjoy the time together.

Please let me know if you can make it. I would be thrilled to have you join us!

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]