

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

Dear Family,

I hope this letter finds you all well! I am excited to announce that we will be hosting a family reunion on [Date] at [Time]. The gathering will be held at [Venue/Location] in [City, State].

This will be a wonderful opportunity for us to reconnect, reminisce, and create new memories together. Please come ready to share stories, enjoy delicious food, and participate in fun activities!

[Optional: Briefly mention any planned activities or special features, such as games, a potluck, or family photo sessions.]

Please let me know by [RSVP Date] whether you'll be able to make it, as we would love to see everyone there. You can reply by phone at [Phone Number] or via email at [Email Address].

Looking forward to seeing each and every one of you!

Warm regards,

[Your Name]  
[Your Family's Last Name]