

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

Dear [Family Member's Name],  
I hope this letter finds you well! I am excited to announce a special family event that will be taking place on [Date] at [Time]. The event will be held at [Location].

This gathering is a wonderful opportunity for us to reconnect, share stories, and make lasting memories together. We will have food, games, and fun activities planned for everyone to enjoy. Please feel free to bring along any special dishes or desserts that you'd like to share! Please let me know by [RSVP Date] if you will be able to join us so we can plan accordingly. I truly hope everyone can come, as it wouldn't be the same without you!

Looking forward to seeing you soon!

Warm regards,

[Your Name]  
[Optional: Your Signature]