

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite you to [event or occasion, e.g., a birthday party, wedding, etc.], which will take place on [date] at [time] at [venue/location].

[Include any relevant details about the event, such as dress code, RSVP information, or special activities planned.]

It would be a pleasure to have you join us for this special occasion.

Please let me know if you will be able to attend by [RSVP date].

Looking forward to your positive response.

Warm regards,

[Your Name]