

[Your Name]
[Your Position/Organization Name]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

We are excited to invite you to our upcoming community event, [Event Name], taking place on [Date] at [Time]. The event will be held at [Venue/Location].

Join us for an afternoon of [activities/features of the event, e.g., fun, food, games, workshops]. This is a wonderful opportunity to [highlight the benefits, e.g., connect with neighbors, learn new skills, enjoy local talents].

Please RSVP by [RSVP Deadline] to [Contact Information]. We look forward to seeing you there!

Warm regards,

[Your Name]
[Your Position]
[Your Organization]

[Optional: Attachments or links related to the event, such as a flyer or agenda]