

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well.  
I am writing to formally invite you to [event name] taking place on  
[date] at [time]. The event will be held at [venue/location].  
The occasion will include [brief description of the event and any special  
activities]. Your presence would greatly contribute to the celebration.  
Please RSVP by [RSVP date] to [contact information].  
We look forward to seeing you there.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]