

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

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits! I am writing to invite you to [event name] that will take place on [date] at [venue/location] in Gwalior. The event will commence at [start time] and is expected to last until [end time].

This occasion will be special as we will be celebrating [mention the purpose of the event, e.g., a birthday, anniversary, graduation, etc.].

It would mean a lot to me to have you join us and share in the festivities.

Please let me know if you can make it. I look forward to hearing from you soon!

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]