

[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],

Subject: Invitation to [Event/Occasion]

I hope this letter finds you in great spirits. I am writing to invite you to [event/occasion] which will take place on [date] at [venue] in Jhansi. The event will commence at [start time] and is expected to conclude by [end time].

This [mention the significance of the event, e.g., celebration, gathering, meeting] is very important to me, and it would mean a lot to have you there to [express what you wish for their presence, e.g., share this special moment, join in the festivities].

Please let me know at your earliest convenience if you will be able to attend. I look forward to your positive response and hope to see you in Jhansi.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]