

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

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite you to participate in our upcoming Jeopardy Charity Event, scheduled for [Date] at [Location]. This fun-filled evening aims to raise funds for [Charity/Organization Name] and support [specific cause].

The event will feature a friendly game of Jeopardy with local personalities, and we would love for you to join us as a contestant/sponsor. It's a fantastic opportunity to engage with the community, showcase your support, and have a great time.

Tickets are priced at [Ticket Price], and all proceeds will directly benefit [details about the charity or cause]. We are also looking for donations and sponsorships to help make this event a success.

Please let us know if you will be able to attend or if you have any questions. We hope to see you there and appreciate your support of our cause!

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]