

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

[Recipient's Name]
[Position]

JFK University
[University 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], scheduled for [Date] at [Location]. This event aims to [briefly describe the purpose of the event, e.g., foster community engagement, celebrate a milestone, etc.].

We are excited to host various activities, including [mention key activities or speakers], and we believe your presence would greatly contribute to the success of this event.

Please RSVP by [RSVP Deadline] to ensure we have appropriate accommodations. We look forward to celebrating with you and hope to hear from you soon.

Thank you for considering our invitation.

Sincerely,
[Your Name]
[Your Position or Title]
[Your Organization]