

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

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

Dear [Recipient 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 Jhansi. The event is scheduled to begin at [time] and will feature [brief description of the event, e.g., activities, speakers, purpose].

It would be a pleasure to have you join us for this occasion. Your presence would mean a lot and contribute greatly to the event. Please let me know if you will be able to attend.

Looking forward to your positive response.

Warm regards,

[Your Name]  
[Your Title/Organization, if applicable]