

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

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

Dear Jyoti,

I hope this message finds you well. I am writing to formally invite you to [event name] on [date] at [location]. The event will begin at [start time] and will feature [brief description of the event or agenda].

Your presence would mean a lot to me, and I would be thrilled to share this special occasion with you. Please let me know if you will be able to attend.

Looking forward to seeing you!

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]