

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

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

Dear Jyothi,

I hope this letter finds you in great spirits. I am writing to invite you to [event or occasion] on [date] at [time]. The event will be held at [venue/location].

[Provide additional details about the event, such as the purpose, activities planned, or any special guests.]

It would mean a lot to have you there to join us in celebrating this special occasion. Please let me know if you can make it.

Looking forward to hearing from you soon.

Warm regards,

[Your Name]

[Optional: Your Title/Position if relevant]