

[Your Name]
[Your Position]
Kalyan-Dombivli Municipal Corporation (KDMC)
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Subject: Invitation to [Event Name]
We are pleased to invite you to [Event Name], which will be held on
[Date] at [Venue] from [Start Time] to [End Time]. The event aims to
[brief description of the purpose of the event].
Your presence would greatly contribute to the success of this occasion.
We hope to see you there.
Please RSVP by [RSVP Deadline] to [Contact Person Name] at [Contact
Number] or [Email Address].
Thank you and looking forward to your positive response.
Warm regards,
[Your Name]
[Your Position]
Kalyan-Dombivli Municipal Corporation (KDMC)