

[Your Name]  
[Your Title]  
JW Marriott [Location]  
[Hotel Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce an upcoming promotional event at JW Marriott [Location] and would like to extend an invitation for your esteemed participation.

Event Details:

- **\*\*Event Name\*\***: [Name of the Event]
- **\*\*Date\*\***: [Event Date]
- **\*\*Time\*\***: [Start Time] - [End Time]
- **\*\*Location\*\***: JW Marriott [Location]

This event will showcase [brief description of the event theme and activities], providing an excellent opportunity for networking and collaboration.

We would be delighted to host you and your team during this special occasion. Please let us know if you would like to attend or if additional details are required.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to JW Marriott [Location].

Warm regards,

[Your Name]  
[Your Title]  
JW Marriott [Location]