

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

Karen [Last Name]
[Her Address]
[City, State, Zip Code]

Dear Karen,

I hope this message finds you well. I am writing to invite you to [Event Name] that will take place on [Date] at [Time]. The event will be held at [Location].

This will be a wonderful opportunity for us to [briefly describe the purpose of the event]. Your presence would mean a lot to me, and I would love to catch up with you.

Please let me know if you can make it. I really hope you can join us!

Warm regards,

[Your Name]