

[Your Name]
[Your Title/Position]
[Your Company Name, LLC]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Member's Name]
[Member's Address]
[City, State, Zip Code]

Dear [Member's Name],

I hope this letter finds you well.

I am writing to formally invite you to participate as a member of [Your Company Name, LLC]. As we embark on this exciting journey, your expertise and insights would be invaluable to our success.

We will be holding our inaugural meeting on [Date] at [Time] at [Location]. The agenda will include an overview of our business objectives, discussion of member roles and contributions, and brainstorming ideas for our initial projects.

Your presence would greatly enhance our discussions, and we look forward to your valuable input. Please confirm your attendance by [RSVP Date].

Thank you for considering this invitation. We are excited about the prospect of working together and creating something exceptional.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position]

[Your Company Name, LLC]