

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite you to [event name] on [date] at [time] at [venue/location]. The occasion will be [brief description of the event, e.g., a celebration, meeting, or gathering].

Your presence would mean a lot to me, and I believe you would enjoy the company of others attending. Please let me know if you will be able to join us by [RSVP date].

Looking forward to hearing from you soon.

Warm regards,

[Your Name]