

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce our upcoming Lunch Fundraiser, which will take place on [date] from [time] at [location]. This event aims to support [specific purpose/goal of the fundraiser, e.g., "local community programs," "our school's extracurricular activities," etc.].

Join us for a delicious lunch prepared by [caterer/organization], featuring [menu highlights]. Not only will you enjoy a great meal, but you will also be supporting a meaningful cause.

Tickets are available for [price] each and can be purchased in advance at [website or location] or at the door on the day of the event. We encourage you to bring friends and family along to make this event even more special!

All proceeds from the lunch will go directly towards [explain how the funds will be used]. Your participation will make a significant impact in our community.

If you have any questions or would like to volunteer, please contact us at [phone number] or [email address].

Thank you for your support, and we look forward to seeing you at the Lunch Fundraiser!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]