

[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],

You are cordially invited to a lunch party hosted by me on [Date] at [Time], to be held at [Location]. It will be a delightful opportunity for great food and wonderful company.

Please let me know if you can make it by [RSVP Date]. I hope to see you there!

Warm regards,  
[Your Name]