

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to invite you to a luncheon scheduled for [date] at [time].  
The event will be held at [location/venue]. This gathering will provide  
an excellent opportunity for us to discuss [topics of interest or purpose  
of the meeting] and strengthen our professional relationship.

Please let me know if you will be able to attend by [RSVP date]. I look  
forward to your positive response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]