

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

We are excited to invite you to our upcoming charity event, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event and the cause it supports]. Join us for an evening of [mention any attractions such as dinner, entertainment, guest speakers, etc.], starting at [start time]. Your presence will not only enrich the evening but also contribute significantly to our mission by [describe how their attendance helps]. We kindly request an RSVP by [RSVP Date] to ensure your spot at this special occasion. You can reply to this invitation by contacting us at [contact information].

We look forward to seeing you there and appreciate your support in making a difference!

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]