

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

Dear [Recipient Name],

We are excited to invite you to the [Event Name], a charity event hosted by [Your Organization/Company] in support of [Beneficiary/Charity Name]. This special evening will take place on [Date] at [Time], with the location being [Venue Name and Address].

Join us for an unforgettable night filled with entertainment, networking opportunities, and, of course, basketball! The event will feature [mention any special guests, players, or performances], and all proceeds will go directly to [specific cause or charity].

Your presence would mean a lot to us and to those we aim to support through this event. Please RSVP by [RSVP Date] to [RSVP Contact Information].

Thank you for considering this opportunity to make a positive impact in our community. We look forward to seeing you at [Event Name]!

Warm regards,

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