

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to share some exciting news with you!

[Insert personal announcement here: e.g., "I am thrilled to announce that I will be getting married on [date]!"]

[Provide additional details: e.g., "The ceremony will take place at [venue] and we would be honored to have you join us."]

Thank you for being a part of my life. I look forward to celebrating this special occasion with you.

Warm regards,

[Your Name]