

```
```python
def create_personalized_letter(name, date, event, location):
 letter = f"""
 Dear {name},
 I hope this message finds you well! I wanted to remind you about the
 upcoming {event} on {date}
 at {location}. It would be great to see you there and catch up!
 Please let me know if you can make it. Looking forward to your response.
 Best regards,
 [Your Name]
 """
 return letter
Example usage
name = "John"
date = "March 15, 2024"
event = "Annual Conference"
location = "Downtown Convention Center"
print(create_personalized_letter(name, date, event, location))
```
```