

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

Dear [Recipient Name],

We are excited to invite you to our upcoming charity event, [Event Name], taking place on [Event Date] at [Event Location]. This year, our theme is [Event Theme], and we are anticipating a memorable evening filled with [brief description of activities, such as live music, auctions, guest speakers, etc.].

Your support is vital to our mission, and participation in this event will greatly contribute to [specific cause or project your charity supports].

Event Details:

**\*\*Date:\*\*** [Event Date]

**\*\*Time:\*\*** [Event Start Time] - [Event End Time]

**\*\*Location:\*\*** [Event Location]

**\*\*Dress Code:\*\*** [Dress Code, if applicable]

Tickets are [price] each and can be purchased at [ticket purchase link or instructions]. Additionally, we welcome any donations for our silent auction or sponsorship opportunities.

Together, we can make a difference in [describe the impact of the charity]. We hope you can join us for an evening of compassion and community!

Thank you for considering our invitation. Please RSVP by [RSVP Date] to [RSVP Contact Information].

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization/Charity Name]