

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to [event name] on [date] at [location]. The event will begin at [start time] and will feature [brief description of the event/activities].

It would be a pleasure to have you join us and celebrate [reason for the event, e.g., a special occasion, gathering, etc.]. Please let me know if you can attend by [RSVP date].

Looking forward to your positive response.

Warm regards,

[Your Name]  
[Your Title/Organization, if applicable]  
[Your Signature (if sending a hard copy)]