

[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], which will be held on [date] at [location]. The event will begin at [start time] and will feature [brief description of event activities or highlights].

We would be honored to have your presence and share this special occasion with you. Please let us know if you can attend by [RSVP date].

Looking forward to hearing from you soon!

Warm regards,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]  
[Your Contact Information]