

[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],

We are pleased to invite you to [Event Name] which will be held on [Date] at [Location] in Jhansi. The event will commence at [Start Time] and will conclude at [End Time].

[Brief Description of the Event, e.g., activities planned, purpose, etc.]

We would be honored by your presence as we gather to [purpose of the event, e.g., celebrate, discuss, etc.].

Please confirm your attendance by [RSVP Date] at [RSVP Contact Information].

Looking forward to seeing you there!

Warm regards,

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