

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

Dear [Recipient's Name],

We are excited to invite you to participate in the [Event Name], a marathon event dedicated to promoting health, fitness, and community spirit. This year, the marathon will take place on [Event Date] at [Event Location].

Event Details:

- ****Date****: [Event Date]
- ****Time****: [Start Time]
- ****Location****: [Event Location]
- ****Distance Options****: [List distances, e.g., Full Marathon, Half Marathon, 5K]

Join us for a day of exhilaration, camaraderie, and support as runners of all ages and skill levels come together to achieve their personal bests. This event will not only test physical limits but also showcase the strength of our community.

Please RSVP by [RSVP Deadline] to confirm your participation. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to seeing you there!

Warm regards,

[Your Name]
[Your Title]
[Your Organization]