

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

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

Dear [Recipient Name],

We are pleased to invite you to [Event Name] scheduled to be held on [Date] at [Venue] in [City, Jharkhand]. This event promises to be an exciting opportunity to [Briefly describe the purpose of the event and any special highlights].

Details of the Event:

- \*\*Date:\*\* [Event Date]
- \*\*Time:\*\* [Event Start Time] to [Event End Time]
- \*\*Venue:\*\* [Venue Name]
- \*\*Address:\*\* [Venue Address]

Please RSVP by [RSVP Date] to confirm your attendance. You can contact us at [Your Phone Number] or [Your Email Address] for any queries.

We look forward to your presence and a wonderful time together!

Warm regards,

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