

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

Dear [Family Member's Name/Family],  
I hope this letter finds you in great spirits! I am excited to announce that we are planning a family gathering and would love for you to join us.

\*\*Date:\*\* [Insert Date]

\*\*Time:\*\* [Insert Time]

\*\*Location:\*\* [Insert Venue/Address]

This will be a wonderful opportunity for us to reconnect, share stories, and create lasting memories together. Please bring along your favorite dish to share, and feel free to bring any games or activities you think everyone would enjoy.

Kindly RSVP by [RSVP Date] so we can make the necessary arrangements. You can reach me at [Phone Number] or [Email Address].

Looking forward to an unforgettable time with all of you!

Warm regards,

[Your Name]