Template Example 1: Formal Invitation for a Business Event
```vba
Sub SendFormalInvitation()
 Dim OutApp As Object
 Dim OutMail As Object
 Dim strBody As String
 Set OutApp = CreateObject("Outlook.Application")
 Set OutMail = OutApp.CreateItem(0)
 strBody = "Dear [Recipient's Name]," & vbNewLine & vbNewLine & _
 "We are pleased to invite you to the [Event Name] taking place on [Date] at [Time]. " & _
 "The event will be held at [Venue/Location]." & vbNewLine & vbNewLine & _
 "Please RSVP by [RSVP Date]. We look forward to your presence." & vbNewLine & vbNewLine & _
 "Best regards," & vbNewLine & _
 "[Your Name]" & vbNewLine & _
 "[Your Position]" & vbNewLine & _
 "[Your Company]" & vbNewLine & _
 "[Contact Information]"
 With OutMail
 .To = "[Recipient's Email]"
 .Subject = "Invitation to [Event Name]"
 .Body = strBody
 .Send ' Use .Display if you want to review before sending
 End With
 Set OutMail = Nothing
 Set OutApp = Nothing
End Sub
```
Template Example 2: Formal Invitation for a Wedding Ceremony
```vba
Sub SendWeddingInvitation()
 Dim OutApp As Object
 Dim OutMail As Object
 Dim strBody As String
 Set OutApp = CreateObject("Outlook.Application")
 Set OutMail = OutApp.CreateItem(0)
 strBody = "Dear [Recipient's Name]," & vbNewLine & vbNewLine & _
 "We are delighted to invite you to the wedding of [Bride's Name] and [Groom's Name] " & _
 "on [Date] at [Time]. The ceremony will be held at [Venue/Location]." & vbNewLine & vbNewLine & _
 "Join us to celebrate this special occasion." & vbNewLine & vbNewLine & _
 "Warm regards," & vbNewLine & _
 "[Your Name]" & vbNewLine & _
 "[Your Relation to the Couple]" & vbNewLine & _
 "[Contact Information]"
 With OutMail
 .To = "[Recipient's Email]"
 .Subject = "Wedding Invitation: [Bride's Name] & [Groom's Name]"
 .Body = strBody
 .Send ' Use .Display if you want to review before sending
```

```
 End With
 Set OutMail = Nothing
 Set OutApp = Nothing
End Sub
```