

[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],

I hope this letter finds you well. I am writing to invite you to [event name] on [date] at [location]. The event will start at [time] and will feature [brief description of the event].

It would be a pleasure to have you join us for this special occasion.

Please let us know if you will be able to attend.

Looking forward to your positive response.

Warm regards,

[Your Name]