

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits! I am writing to invite you to our upcoming Xenia Celebration, which will take place on [date] at [location]. This event is a wonderful opportunity for friends and family to come together in a spirit of warmth and hospitality.

We have planned an exciting day filled with activities, delicious food, and lively entertainment. The celebration will commence at [start time] and will feature [brief description of activities, e.g., games, performances, etc.]. We would love for you to join us and share in the joy of community and fellowship.

Please let us know if you can attend by [RSVP date] so we can make the necessary arrangements.

Looking forward to celebrating together!

Warm regards,

[Your Name]  
[Your Contact Information]