

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

Dear Xenia Family,

I hope this letter finds you well! I am excited to announce that we will be having a family gathering on [date] at [location]. It will be a wonderful opportunity for all of us to come together, share stories, and create lasting memories.

Please join us starting at [time]. We will have food, games, and plenty of fun activities for everyone. Feel free to bring your favorite dish or dessert to share!

Let's make this gathering a special occasion by reconnecting and catching up with one another. Please RSVP by [RSVP date] so we can plan accordingly.

Looking forward to seeing each of you!

Warm regards,

[Your Name]
[Your Phone Number]