

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! I'm writing to invite you to an exciting event that I believe you would love.

Join us for [Event Name/Reason for Gathering] at [Location] on [Date] at [Time]. It will be an awesome opportunity to [briefly describe any activities or highlights]. I would be thrilled to have you there to celebrate and enjoy some great company.

Please let me know if you can make it. I'm looking forward to catching up!

Warm regards,
[Your Name]