

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

Dear [Recipient's Name],
I hope this message finds you well! I am writing to extend a heartfelt invitation to you for an upcoming gathering to celebrate Xuan's [occasion, e.g., birthday, graduation, etc.].

****Event Details:****

Date: [Date of the event]

Time: [Start time - End time]

Location: [Venue/Address]

Dress Code: [Casual, Formal, etc., if applicable]

It would mean a lot to have you join us in making this occasion special for Xuan. There will be [mention any activities, food, and entertainment] that we are sure you will enjoy.

Please let us know if you can make it by [RSVP Date].

Looking forward to celebrating together!

Warm regards,

[Your Name]